



INSIGHT Parent Portal – Summary User Guide

Logging On

Log on to the portal via the link on the Parents and Carers page of the school website. Alternatively, go to <https://mis.wellswayschool.com/insight> and enter the username and password supplied to you. You will be prompted to create your own password at first login.

- Please keep this password secure and secret, as the Insight account contains personal and sometimes sensitive information about your children.
- Please do not let your children use your login – their school usernames and passwords will allow them to log on to their own student accounts with access to all relevant information on a read-only basis via the Insight portal.

General

‘General’ gives an overview of your child’s information. If you have more than one child at the school you can switch between them by clicking on their photographs at the bottom of the screen.

The menu on the left allows you to look in more detail at the different categories of information held about your child.

Summary

The Summary section provides an overview of the most commonly accessed information such as timetable details, attendance and behaviour summaries together with notices and letters. A scrolling homework list will also be displayed on this summary screen. The attendance flag will be green if your child’s attendance is more than 95%, amber if it is between 90% - 95% and red if below 90%. The behaviour flag is green if fewer than three behaviour incidents have been logged since the start of the academic year, amber if between three and five incidents have been logged and red if more than five incidents have occurred since the start of the academic year. Clicking on the flag or the behaviour title will link you to the behaviour incident log.

Timetable

The timetable screen shows the timetable for the current week. At Wellsway School we operate a ten day timetable cycle, with lessons in week 1 being different from those in week 2. Clicking on the double arrow header at the top of the screen will allow you to scroll forward to future weeks or back to previous weeks. When looking at previous weeks you will see attendance information for each lesson, together with details of any late arrivals or missing equipment.

Notices

This panel provides a reminder of key dates from the school calendar.

SEN Details

This screen shows any identified and recorded special educational needs, including Gifted and Talented status. If you have any queries about SEN records or Gifted and Talented status, please contact the Insight Administrator via email at Insight@wellswayschool.com.

Homework

This link is used to show homework set by staff for your child. You can see when homework is due to be completed, how long the teacher expects the student to spend on the task and any attached documents. As your child completes their homework, they should set the status to complete so you can keep track of their outstanding work.

Parents' Evenings

This screen allows you to view, add, delete or amend appointments with your child's teachers on Parent Teacher Evenings. Insight automatically puts a five-minute break between appointments to allow for travelling time. This helps to ensure the evening runs smoothly.

You can print your appointment lists at home by clicking on the "printer" icon in the parents' evening screen. Students will also be issued with appointment lists on the day of the parents' evening. Please make sure you bring this with you!

You will be notified by SMS text message and/or email when bookings are open to parents.

Options Offer

This link will only be visible when an options process is in place. This happens for Year 11 opting for Sixth Form courses in November/December and for Year 9 opting for Key Stage 4 courses in January. The screen allows you to see and authorise the choices that your child has made.

Within the options offer screen, make your choices by clicking the icon next to the subject you want to opt for. Navigate between different options using the tabs at the top of the page. Your options are automatically saved.

Personal Details

This screen allows you to update the contact details that the school holds for you. All contact information you have provided to the school is shown here. Please make sure that we have your correct telephone numbers, postal and email addresses. If you need to update any of your details, please click on the links to let us know. All updates are passed on to our administration staff who will make the relevant changes.

Attendance

Clicking on the attendance tab gives you access to detailed analysis of your child's attendance at school.

- **Attendance Summary:** gives a daily record of morning and afternoon attendance since the start of the academic year, together with a weekly percentage summary.
- **Attendance Career:** gives a graphical view of your child's attendance in each term since they joined Wellsway School
- **Report absences:** this option enables you to provide our attendance officer with reasons for absence either happening today or historic absences that have not yet been explained. If your child is unwell, please notify the school using this function, if possible before 9:00 am.

You can also use this facility to give the school notice of “planned absence” in the future such as medical appointments. Please note that it is not possible to request holiday absence through Insight as family holiday must not be taken during term time.

High attendance is a key factor in academic success. If at all possible, all students should aim for 100% attendance. We monitor attendance carefully and our Attendance Officer will follow up students whose attendance falls below acceptable levels.

For more details about our attendance policy, see the relevant page on the school’s website under ‘Our School’, ‘Policies, ‘Attendance’ or click on this link
<http://www.wellswayschool.com/upload/attendance.pdf>.

Behaviour

The behaviour tab provides details of school rewards and sanctions issued:

- **Achievements:** gives a detailed list of incidents where positive behaviour has been acknowledged and rewarded.
- **Behaviours:** gives a detailed list where negative behaviour incidents that have been recorded since the start of the academic year. Details of the date the incident occurred, the type of incident, member of staff involved and sanction issued.
- **Detentions:** lists the detentions that have been set for your child. Details of the date of the detention, location, reason and confirmation of attendance are displayed.
- **Report Card:** lists each of the days that your child has been on report during the current academic year, together with any comments that teachers record against specific lessons.

For more details about our behaviour policy, see the relevant page on the school’s website under ‘Our School’, ‘Policies, ‘Behaviour’ or click on this link
<http://www.wellswayschool.com/upload/behaviour.pdf>.

Exams and Results

This tab provides information about your child’s examination entries, timetables and results to date. For exam entries and timetables, information will only be displayed for the forthcoming exam season. Further information about internal exams can be found on the school website under ‘Student Life’ then ‘Exams’.

Reports

Clicking on the Subjects link displays your child’s most recent Progress Review or Progress Report. You can print the report by clicking on the printer icon at the top right of the screen. Clicking on the ‘window’ icon to the right of the printer icon will increase the size of the report by displaying it in a new window. Clicking on the ‘scroll’ icon on the top left of the screen will list all the Progress Reviews and Progress Reports held for your child.

Siblings and Parental Responsibility

Insight accounts have been set up for all contacts with parental responsibility listed in our records. You should see siblings already linked at the bottom of each page. If that is not the case and you have received multiple usernames and passwords for your children, please use

the “Merge Accounts” tool (the icon resembles a sellotape dispenser) to connect two accounts together under a single login.

Please note, for data protection reasons we can only create an Insight account for someone with parental responsibility for a child. Please contact the school if you have any questions about this.

Problems and Feedback

We hope that you will find Insight easy to use. If you encounter any problems with the system, please contact the Insight administrator via email at Insight@wellswayschool.com. We would also be grateful for any feedback about Insight to help inform our future development of the system.