






GUIDANCE TO PARENTS USING ePORTAL

-  To gain access to ePORTAL, click on the ePORTAL button on the home page of the school website (www.king-james.co.uk).



Please note though that ePortal works best using Internet Explorer and that it may not work correctly with other browsers.

-  You will then be asked to login. Enter your User Name and Password in the appropriate boxes (case sensitive).
-  The first time that you log in, you will be required to change your password and the school will then not have a record of your new password, so keep it somewhere safe!
If you do forget the password at some point in the future, you will have to come to school (with ID) to obtain a new password. New passwords will not be issued over the phone.
-  Once you have logged in you will have access to your child's Home Page. If you have more than one child at King James's, use the named tabs at the top left of the page to view information about your other children.

Information available for parents

If the ► **More** button is displayed next to a section header, click for further information.



Student Details

This section detailing student contact details, is located in the left column. Please check the details to ensure that they are correct. If the details do need to be updated, please inform your child's Head of Year as soon as possible.



Noticeboard

The Noticeboard section enables school to broadcast general parental messages and publicise forthcoming events.



Reports

The Reports section contains the Learning Cycle report for your child and letters home for parents; letters will be pdf files which require the use of an Adobe Reader (this can be downloaded free from the Internet).



Exclusions

This section details of any given exclusions.



Timetable

In the right column, the Timetable section shows a list of the student's lessons and respective teachers timetabled for that particular day. To view the timetable for the week, click ► **More**.



Attendance

The Attendance section details the percentages of student attendance, lates (morning and afternoon sessions) and absence. By clicking ► **More**, the actual details behind each absence can be viewed.

Please note that this is live data therefore it is likely that the most recent absences may still be awaiting a reason for absence.

Student Events

This section will detail any behavioural incidents which have occurred in school that have been registered by staff. Questions about any specific incident should be addressed firstly to the teacher concerned or the Head of Department. For general concerns about behaviour, parents should contact the relevant Head of Year.

SATs Results

The student's SATs results attained at the end of Key Stages 1 to 3 are detailed in this section.

We hope that having online access to information about your child's education, ie. having more information at your finger tips, will help you to be able to talk with your son/daughter about their education.

Evidence suggests that the more that the parents involve themselves in their child's education, the greater the positive effect on their academic progress.

If you have any observations to make about viewing your child's details online or indeed parental engagement generally, do feel free to contact me at school.

Any ► More button displays further information

Parents to check contact details are correct

Student's Learning Cycle report & letters to parents

Student's timetable today

For details of specific absences, click Attendance ► More

List of behavioural events logged in school

Time	Tch	Sub	Room
09:05	Brodie, N	Technology	D9
10:10	Brown, N	Mathematics	L50
11:30	Lane, L	Language	M17
13:25	Bauman-Milner, L	English	M56
14:25		Physical Education	

Category	%
Present	78.2
Lates	9.2
Absent	0
Auth. Absent	12.6

Mr S Tighe
Deputy Head