

## The Information Portal

### Logging On

The Information Portal can be accessed via the school website [www.longhill.org.uk](http://www.longhill.org.uk) and clicking on the link on the homepage.



Enter your username and password supplied to you, for new students starting at the school access will be granted on their first day. Alternatively first time users can enter their email address into the 'Forgotten your password?' section and click submit. Please note that passwords are only generated for those who have parental responsibility on our system. You will be prompted to create your own password. Your email address will remain as your User Name.

Please keep this password secure and secret, as the Information Portal 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.

### Snapshot

**Longhill School** Headteacher: Mr H. M. Stride  
 Falmer Road Rottingdean, BRIGHTON, East Sussex, BN2 7FR, United Kingdom  
 Tel:01273 304086 Fax:01273 303547 Email: [admin@longhill.org.uk](mailto:admin@longhill.org.uk) Website: <http://www.longhill.org.uk>  
 Summer Term: 13 April 2015 - 22 July 2015

**Snapshot**

**General**

- Snapshot
- Timetable
- Parents evenings
- Staff Contacts
- S.E.N. details
- Personal details
- Notices
- Homework
- Events

**Attendance**

**Behaviour**

**Assessments**

**Notices**

Currently in Year 9

Date	Subject	Read	Files
20 May	Re: Parent-Carer consultation	<input type="checkbox"/>	
Dear Parents/Carer Please see attached document Kind regards			
15 May	Re: Integrated Humanities	<input checked="" type="checkbox"/>	
Dear Parents/Carer Please see the attached letter regarding important information with regards to integrated Humanities. Kind regards			
16 June	Re: Enrichment Week	<input type="checkbox"/>	
Dear Parents/Carer Please see the attached letter Kind regards			

**Today**

08:20-08:40	MMA	Mr T. Manktelow	in A29
08:40-09:40	Technology	Mr F. Lawrenson	in T14
09:40-10:40	Maths	Mr S. Harding	in A35
11:00-12:00	English	Mr G. Jenkins	in A26
12:00-13:00	Science	Ms J. Cassidy	in 202
13:44-13:50	MMA	Mr T. Manktelow	in A29
13:45-14:45	English	Mr G. Jenkins	in A26

**Alerts**

Attendance

Behaviour

Exclusion

**Behaviour Summary**

Today	This week	This term	Overall
0pts	0pts	144pts	1527pts
0pts	0pts	0pts	1pt
Achievements	Behaviours		

**Homework**

02/10/2014	Maths	Log in to MyMaths	
02/10/2014	English	Island description	

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

**Notices** show parent communications and upcoming event information. Access attached documents by clicking on 'Files' to open and click on an upcoming event to make appointments.

*Today* shows your child's timetable for that day. Subject teachers can be directly messaged. Click on the name to open a box for you to write your message and attach any relevant documents. Clicking 'more' will open the Attendance Summary from the start of the school year.

*Alerts* show the total points. View the school parameters by moving your mouse cursor over the flag symbols.

*Behaviour Summary* a breakdown to show further information can be achieved by clicking on the badge icons.

*Homework* can be expanded for a more detailed view by clicking more. Timeline view will enable you to scroll backwards and forwards to see subjects and timescales. Click on the circled down arrow and use the calendar to select individual days.

*\*Please note to return to the main screen at any time please click Snapshot on the left hand menu. All pages can be printed by using the printer icon on the top right hand side of the screen.*

The menu on the left allows you to look in more detail at the information in Snapshot:

### Timetable

The timetable screen shows the current week. Other weeks can be accessed by using the arrows at the top of the page. Messages can be sent to subject teachers by clicking on the name.

### Parents evenings

This screen allows you to make appointments and to amend existing appointments for all your child's subject teachers.

The screenshot shows the 'Parents evenings' interface. On the left is a navigation menu with options: General, Snapshot, Timetable, Parents evenings, Staff Contacts, S.E.N. details, Personal details, Notices, Homework, Events, Attendance, Behaviour, and Assessments. The main area is titled 'Example Parents Evening - 18 June 2015 17:00-20:00'. It lists appointments with teacher names and subjects, such as Miss A Butters (French) at 17:00, Miss C Garnett (Integrated Humanities) at 17:16, and Miss L Newbury (Art) at 17:32. Some slots are marked as 'Blocked'. A 'remove' link is next to each appointment. On the right, there is a list of 'Available bookings' for various teachers and subjects, with time slots from 17:00 to 19:56. A 'Printer icon' is located in the top right corner. Two callout boxes at the bottom provide instructions: 'Appointments are shown here, click remove to make changes' and 'Bookings can be made by clicking an available time slot for a member of staff'.

You will be notified by email when bookings are open to parents.

To make appointments click on an available time slot for a subject teacher. The time slot will be added to your appointment list. To amend bookings on your appointment list click on remove and re-select a time. Your appointment list can be printed for you to bring along to the evening.

## Personal details

This screen allows you to update contact and medical information, by clicking on the underlined details. Please make sure that **all** details are correct and updated in this section.

## Notices

All portal email notifications are shown on this screen along with a reminder of key dates from the school calendar.

## Homework

This screen shows homework that has been set by staff.

## Events

This screen will allow you to book places for upcoming events such as 'Parent Workshops'. You will be notified via email with further information regarding the Event and how to book places.

## Attendance

Provides a detailed analysis of your child's attendance with the school to date.

## Report absences

This screen allows you to provide a reason for an absence in the past ('Historical absence') or to give the school notice of an absence in the future, such as a Medical Appointment ('Planned absence'). If your child is unwell, please notify the school using this function as an alternative to writing a note in the diary or telephoning the school. All information entered in this page is sent securely to our attendance team. If an absence is not reported by 10am the attendance team will send a text message to parents.

***Please note that it is not possible to request holiday absence through the Information Portal as family holidays must not be taken during term time.***

## Behaviour

This tab provides details of school rewards and sanctions issued.

## Assessments

**Reports** will show the most recent report for your child. Clicking on the  icon will enable you to view all historical reports for your child. You will be notified by email when a new school report is published.

***Please note we can only create an Information Portal account for someone with parental responsibility for a child, for data protection reasons. Please contact the school if you have any questions about this or to update our records if necessary.***