

# SIMS Learning Gateway for Parents and Carers



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# 01 | Introduction

**Introduction** .....  
1

**Prerequisites** .....  
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**Security** .....  
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## Introduction

Click the **My Account Page** link on the Navigation Bar to display the **My Account** page. From here you can:

- view your personal
- details change your password
- change your security question and answer.

## Security

The data stored and exchanged by schools is highly sensitive and therefore security must be a priority.

It is your responsibility to ensure that your user name and password are kept private. Whilst the software has been designed to prevent access to highly personal student information, access to the site must be restricted. If the option is available, do not select the **Remember my password** check box when logging into the site because this would enable anyone with access to your computer to log into the site.

Always log out of the website when you are not using it, otherwise you may leave it open for use by unauthorised people.

# 02 | Getting Started

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## Logging into the SLG Parent Site

1. Using a web browser (such as Windows® Internet Explorer or Firefox), enter the address of the SLG Parent site.
2. A login screen is displayed. Enter the login details that have been provided to you by the school.

**IMPORTANT NOTE:** *Do not select the **Remember my password** check box (if one is available) when logging into the site because this may enable anyone with access to your computer to log into the site.*

3. If this is the first time you have logged into the SLG Parent site, you may be asked to change your password.



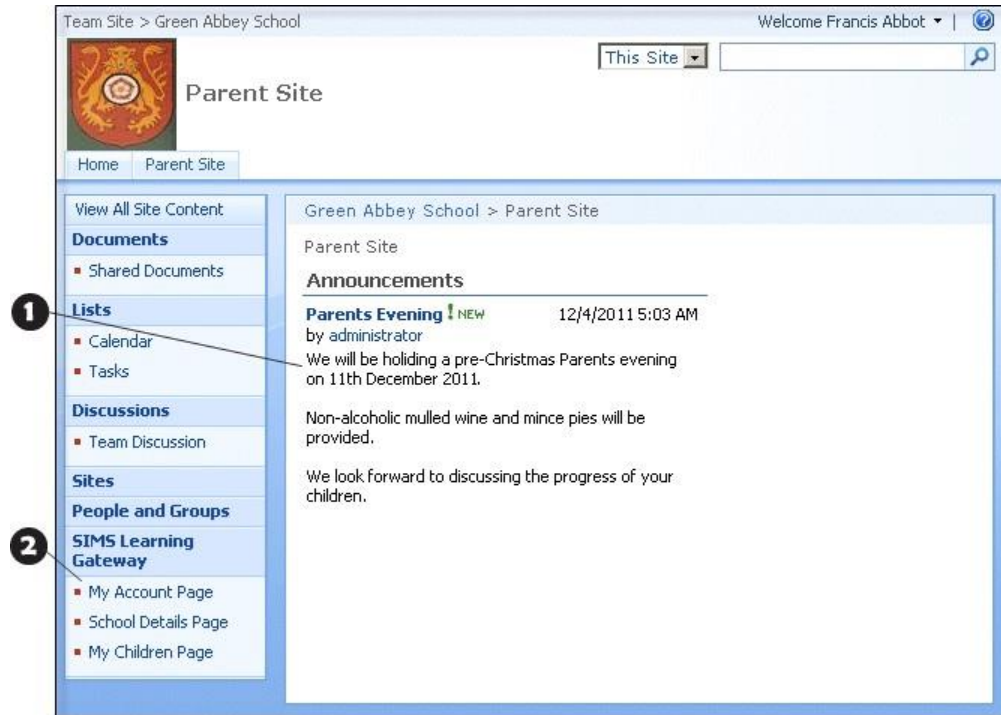
### More Information:

*Changing Your Password* on page 7

*Forgotten Your Password?* on page 9

## Introduction to the Home Page of the SLG Parent Site

When you log into the SLG Parent Site, the home page is displayed. The look and layout differs depending on how the school has configured the site but the names of the menus and the options available will be the same.



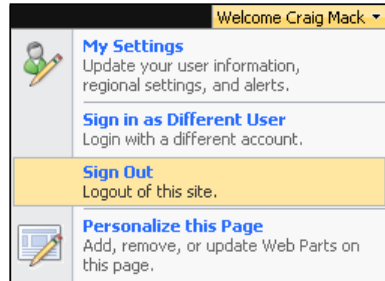
|   |                          |
|---|--------------------------|
| 1 | School specific content. |
| 2 | Parent specific links.   |

When you are logged into the SLG Parent site, the **SIMS Learning Gateway** menu in the left-hand navigation bar displays parent-specific links as shown in the graphic opposite.



## Log Out of the SLG Parent Site

1. Click on the **User Menu** (at the top of the page where it says Welcome <your name>).



2. Click **Sign Out**.
3. You are asked if you want to close the browser window. If you do, click the **Yes** button.

# 03 | Managing Your User Account

- Introduction** ..... 7
- Viewing Your User Account Details** ..... 7
- Changing Your Security Question and Answer** ..... 8
- Forgotten Your Password?** ..... 9
- Consolidating SLG User Accounts** ..... 9

## Introduction

Click the **My Account Page** link on the Navigation Bar to display the **My Account** page. From here you can:

- view your personal details
- change your password
- change your security question and answer.

## Viewing Your User Account Details

The **View My User Account** panel displays your details as stored by the system. If any of these details are incorrect, please contact the school.

The screenshot shows a web browser window titled "View My User Account - Francis Abbot". The form contains the following fields:

- First Name: Francis
- Last Name: Abbot
- Current Home Address: 16 Brickberry Close, Hampton Hargate, Peterborough, PE7 8AR, United Kingdom
- Email Address: frankiea@hotmail.com
- User Name: AbbotFranc@slg.allinone
- User Name (pre-Windows 2000): SLGALLINONE\AbbotFr

## Changing Your Password

1. In the **Change My User Account Password** panel, enter your **Old Password**.

The screenshot shows a web browser window titled "Change My User Account Password". The form includes the following elements:

- Instruction: "Your new password must comply with this site's Password Policy"
- Old Password: [Text input field]
- New Password: [Text input field]
- Confirm New Password: [Text input field]
- Change: [Submit button]



2. Enter your new password in the **New Password** and **Confirm New Password** fields.

*NOTE: There may be a password policy you have to comply with, to make sure it is hard for other people to guess your password. For example, it may have to contain at least one capital letter and one number, and be sufficiently different from passwords you have used in the past.*

3. Click the **Change** button. If your change of password is not successful, you are given the reason why and the opportunity to try again.

## Changing Your Security Question and Answer

**IMPORTANT NOTE:** If the school or Local Authority has set up the option to reset your password in case you have forgotten it, you must perform this procedure immediately after first logging into the site.

1. In the **Change Security Question and Answer** panel, enter a question into the **Security Question** field.

*NOTE: The question must be something that only you know the answer to, but at the same time is easy to remember. Examples include your mother's maiden name, your first school or favourite pet.*

2. Enter the answer in the **Security Answer** field.
3. Click the **Change** button. If your change of question and answer is not successful, you are given the reason why and the opportunity to try again.



### More Information:

*Forgotten Your Password?* on page 9

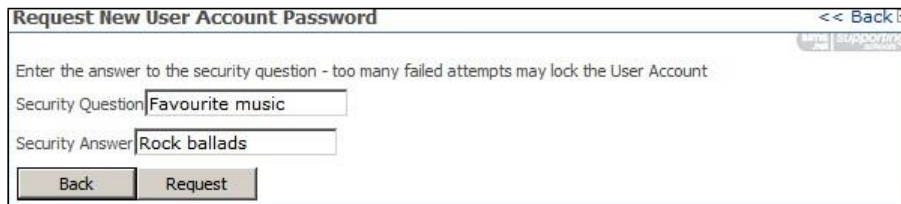
## Forgotten Your Password?

The school may have made the **Request New User Account Password** feature available so that if you have forgotten your password, a new one can be emailed to you. If you have forgotten your password and this feature is not available, contact the school for assistance.

1. Using a web browser, enter the address provided by the school for resetting your password. The **Request New User Account Password** page is displayed.

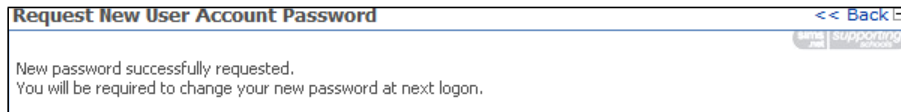


2. Enter your **User Name** and click the **Continue** button.



3. Enter your **Security Answer** to the **Security Question** and click the **Request** button.

If the password is requested successfully, the following message is displayed and your new password is emailed to you:








*NOTE: If your user account has no email address, or you have attempted and failed to answer the security question, you are advised to contact the school for assistance.*

# 04 | Viewing Your Children's Information

|   |           |
|---|-----------|
| <b>My Children Dashboard</b> .....      | <b>11</b> |
| <b>Student Session Attendance</b> ..... | <b>20</b> |
| <b>Student Lesson Attendance</b> .....  | <b>21</b> |
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## My Children Dashboard

The **My Children Dashboard** displays key information about your children and contains five main areas:

-  Latest Announcements
-  Headlines
-  Today's Attendance
-  Events
-  My Children Links

## Latest Announcements

The **Latest Announcements** panel displays school and parent related announcements. To view a complete announcement list, click the announcement text.



## Headlines

The **Headlines** panel displays important information about your children at a glance. Information that might be provided includes attendance percentage, lateness, achievements, behaviour information and key performance indicators for the current academic year.



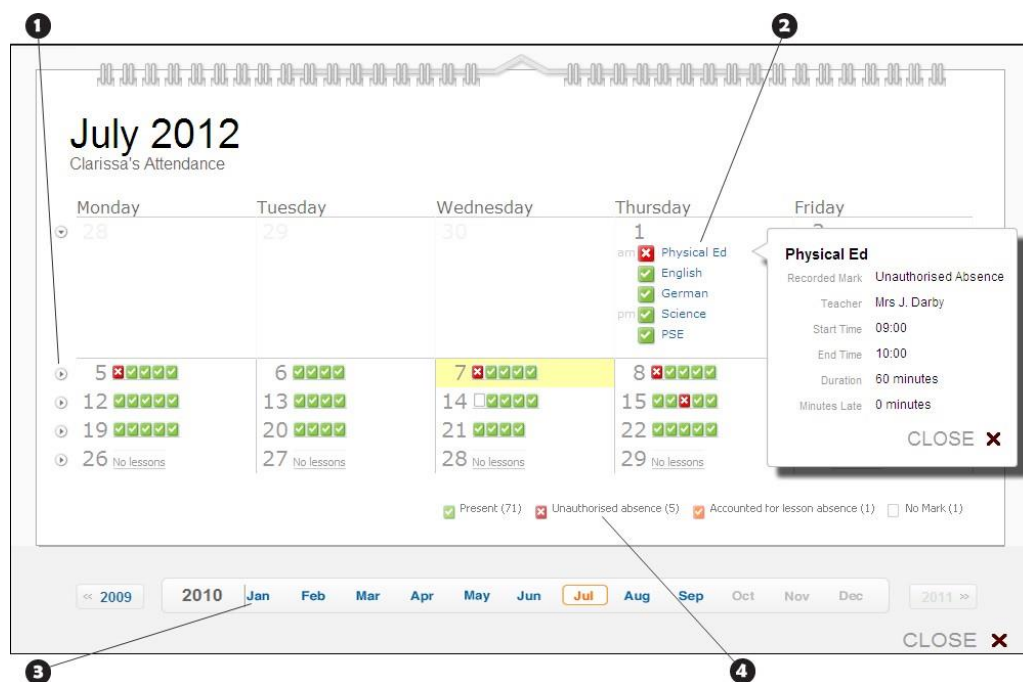
|   |  |
|---|--|
| 1 | Click the arrow to play the headlines in an ordered slideshow.             |
| 2 | Click a slide to stop the slideshow. Click again to restart the slideshow. |
| 3 | Click a circle to view an individual headline.                             |

## Today's Attendance

The **Today's Attendance** panel displays the attendance information (either lesson or session) for your children for the current day. To view the attendance information for a different child, click their name. To view your child's attendance history, click the History hyperlink.



|   |   |
|---|---|
| 1 | Click a child's name to display their attendance information.         |
| 2 | Click the <b>History</b> link to display more attendance information. |



- 1 Click a triangle to expand the week and view the lessons.
- 2 Click a lesson to view the details, including the attendance mark recorded for your child.
- 3 Navigate to a different month or year by clicking the desired month name or year.
- 4 Displays the total number of attendance marks recorded in the month.

| Attendance Mark                     | Definition   |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Present  |
| <input checked="" type="checkbox"/> | Approved Educational Activity, Attendance Not Required, Authorised Absence |
| <input checked="" type="checkbox"/> | Unauthorised Absence   |
| <input type="checkbox"/>            | No Mark Entered  |

## Events

The **Events** panel displays as-it-happens information in a number of areas. Information that might be provided includes lateness, unauthorised absences, achievements, behaviour incidents, and any comments that teachers have entered in the register.



|          |  |
|----------|--|
| <b>1</b> | Click the <b>More Details</b> hyperlink to display all the information about the event.                              |
| <b>2</b> | Move your cursor over the left or right side of the box to reveal navigation tabs. Click to navigate to other events |
| <b>3</b> | Click the <b>Close</b> button to return to the <b>My Children Dashboard</b> .  |

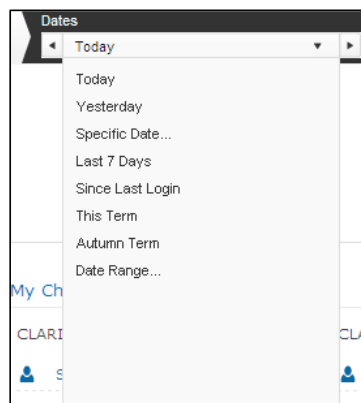
## Filtering Events by Date Range

To filter events by date range:

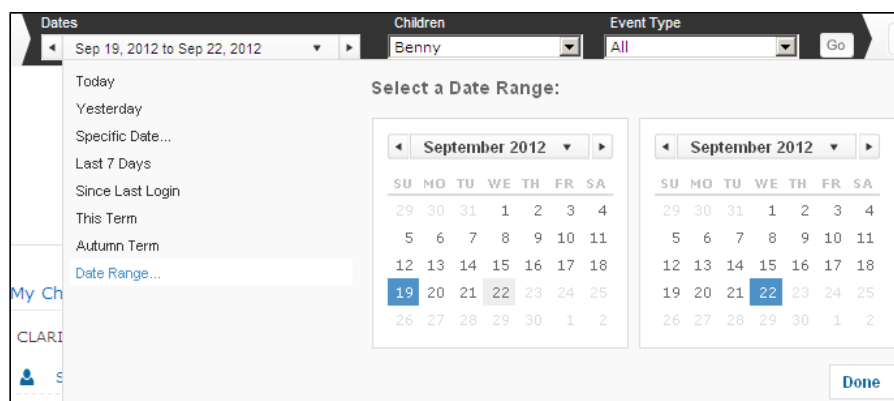
1. Click the **Filter** button.



2. Select the desired date range from the **Dates** drop-down list.



3. To choose an arbitrary date range, click **Date Range** and select the required start and end dates.



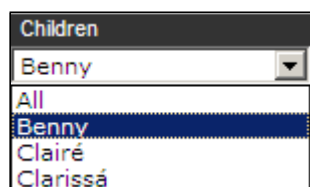
## Filtering Events by Child or Event Type

To filter the displayed events by individual child or by event type:

1. Click the **Filter** button.

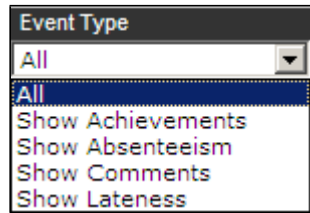


2. To filter by child, choose the child from the **Children** drop-down list and click the **Go** button.







## 04| Viewing Your Children's Information

- To filter by event type, choose the event type from the **Event Type** drop-down list and click the **Go** button.

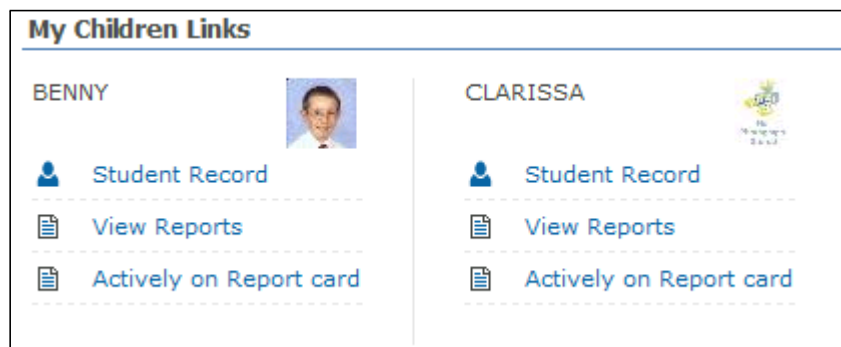


## My Children Links

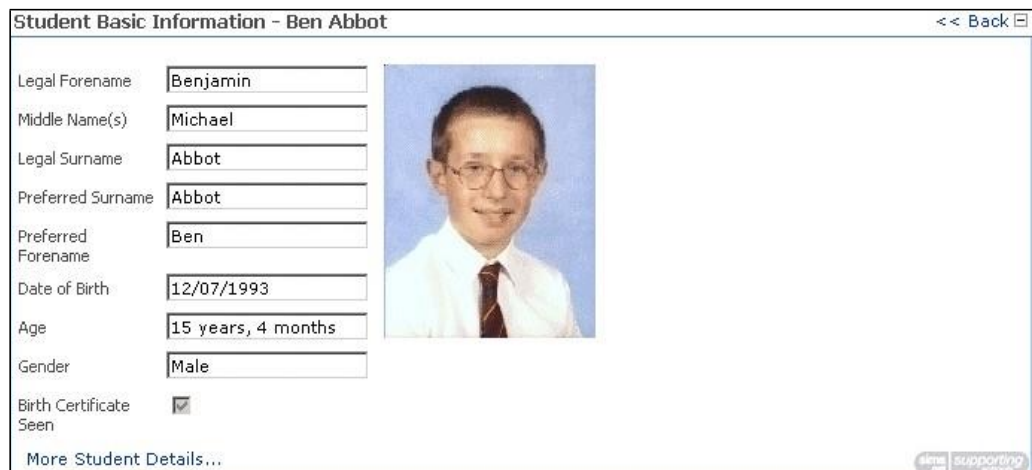
The **My Children Links** panel provides hyperlinks to view the details of your children that currently attend the school. If enabled by your school, you can also see these additional links:

-  **View Reports** - View assessment and profile reports for your children.
-  **Actively on Report** - View current report cards for your children.
-  **Previous Report Cards** - View previous report cards for your children.
-  **Homework** - View homework assigned to your children.

If you have children at more than one SLG school and you have consolidated your accounts, you can view information on your children at other schools. Some schools may enable you to view information on your children that have already left the school.



The **Student Basic Information** panel provides your child's basic details.

A screenshot of the 'Student Basic Information' panel for a student named Ben Abbot. The panel has a title bar with '<< Back' and a close button. The form contains the following fields: Legal Forename (Benjamin), Middle Name(s) (Michael), Legal Surname (Abbot), Preferred Surname (Abbot), Preferred Forename (Ben), Date of Birth (12/07/1993), Age (15 years, 4 months), Gender (Male), and Birth Certificate Seen (checked). There is a photo of the student on the right side of the form. At the bottom, there is a link for 'More Student Details...' and a logo for 'slg supporting'.



Click the **More Student Details** link to display the **Student Details** page, which contains nine further panels of information:

### Student Registration Information

**Student Registration Information - Ben Abbot** << Back

|                    |                     |                  |                    |
|--------------------|---------------------|------------------|--------------------|
| Registration Group | 11A                 | House            | Hooke              |
| Year Group         | Year 11             | Year Taught In   | Curriculum Year 11 |
| Enrolment Status   | Single Registration | Boarder Status   |                    |
| Admission Date     | 01/09/2004          | Admission Number |                    |
| Former UPN         |                     | Attendance Mode  | All day            |
| UPN                |                     | Local UPN        |                    |

Part Time Details:

| Start Date | End Date |
|------------|----------|
|            |          |

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### Student Address Information

**Student Address Information - Ben Abbot** << Back

Current Home Address Details (Not Validated)

16 Brickberry Close  
Hampton Hargate  
Peterborough  
PE7 8AR  
United Kingdom

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### Student Telephone and Email Information

**Student Telephone and Email Information - Ben Abbot** << Back

Telephone/Fax Numbers:

| Device    | Location | Telephone Number | Main | Notes |
|-----------|----------|------------------|------|-------|
| Telephone | Mobile   | 07654 321123     | Yes  |       |
| Telephone | Home     | 456 10910        | No   |       |

Email Addresses:

| Location | Main | Email Address | Notes |
|----------|------|---------------|-------|
| Other    | Yes  | 2912@ga.com   |       |

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### Student Family Home Information

**Student Family Home Information - Ben Abbot** << Back

Contacts:

| Is Home Address | Priority | Name              | Relationship | Court Order | Telephone  | Location |
|-----------------|----------|-------------------|--------------|-------------|------------|----------|
| Yes             | 2        | Abbot, Mr Francis | Father       | No          | 456 232425 | Work     |

Parental Salutation: Mr and Mrs Abbot    Parental Addressee: Mr and Mrs F Abbot

Mailing Point:

Family Links:

| Name            | Date of Birth | Year | Reg | Gender | Date of Admission | Date of Leaving | Status  |
|-----------------|---------------|------|-----|--------|-------------------|-----------------|---------|
| ABBOT, Claire   | 22/06/1984    | (13) | (G) | Female | 04/09/1995        | 19/07/2002      | Leaver  |
| Abbot, Michael  | 17/01/1986    | (13) | (G) | Male   | 03/09/1997        | 23/07/2004      | Leaver  |
| Ablett, Joane   | 04/06/1987    | (13) | (H) | Female | 08/09/1998        | 22/07/2005      | Leaver  |
| ABBOT, Clarissa | 22/06/1995    | 9    | 9A  | Female | 05/09/2006        |                 | On Roll |
| Abbot, James    | 27/04/1996    | 8    | 8C  | Male   | 03/09/2007        |                 | On Roll |

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## 04 | Viewing Your Children's Information

### Student Medical Information

**Student Medical Information - Ben Abbot** << Back

Emergency Consent  NHS Number

Dietary Needs:

| Dietary Need                 |
|------------------------------|
| No nuts of any type/quantity |
| Seafood allergy              |

Paramedical Support:

| Paramedical Support |
|---------------------|
|                     |

Medical Practices:

| Medical Practice           | Address                 | Telephone |
|----------------------------|-------------------------|-----------|
| East Town Community Clinic | Spinningfields, Bedford | 859019    |

Medical Notes:

| Summary                      |
|------------------------------|
| Anaphylactic shock treatment |

Medical Conditions:

| Description | Information Received On |
|-------------|-------------------------|
| Asthma      | 24/06/2004              |

Medical Events:

| Description | Type     | Date       | Follow Up Date |
|-------------|----------|------------|----------------|
| Accident    | Accident | 01/09/2004 |                |

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### Student Ethnic Cultural Information

**Student Ethnic Cultural Information - Ben Abbot** << Back

Ethnicity  Ethnic Data Source

Home Language  Religion

First Language  English Additional

Asylum Status  Traveller Status

National Identity  Speaks Welsh

Nationalities:

| Nationality | Passport Number | Passport Expiry Date |
|-------------|-----------------|----------------------|
|             |                 |                      |

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### Student School History Information

**Student School History Information - Ben Abbot** << Back

Date of Leaving  Reason for Leaving

Destination after Leaving

Previous Schools:

| School                | Date of Arrival | Date of Leaving | Reason for Leaving                         | Enrolment Mode      |
|-----------------------|-----------------|-----------------|--|---------------------|
| Abbots Repton Primary | 01/09/2002      | 27/07/2004      | Junior/Primary to Secondary Phase Transfer | Single Registration |

CTF Attendance

| Year | School                | Possible | Attended | Authorised | Unauthorised |
|------|-----------------------|----------|----------|------------|--------------|
| 2003 | Abbots Repton Primary | 380      | 375      | 5          | 0            |
| 2002 | Abbots Repton Primary | 380      | 370      | 8          | 2            |

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**Student Additional Information**

**Student Additional Information - Ben Abbot** << Back

Meals:  Recoupment:

Modes of Travel:  Connexions Assent:

Uniform Allowance:  Route:

LA Provided Transport:

Eligible for Free Transport:

| Start Date | End Date |
|------------|----------|
|            |          |

Eligible for Free Meals:

| Start Date | End Date   |
|------------|------------|
| 06/06/2006 | 05/06/2008 |
| 01/09/2004 | 05/06/2005 |

Linked Agencies:

| Agency Name | Address | Telephone |
|-------------|---------|-----------|
|             |         |           |

Linked Agents:

| Name | Address | Relation Type |
|------|---------|---------------|
|      |         |               |

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**SEN Summary Information**

**SEN Summary Information**  
Ben Abbot

SEN Status:

| Date       | Summary                                    |
|------------|--|
| 13/04/2010 | Changed to: A - School/Early Years Action. |

Current Reviews:

| Date       | Type   | Time  | Summary                                      |
|------------|--------|-------|--|
| 13/04/2010 | Annual | 10:38 | Venue : Green Abbey School, Status : Planned |

Current Provisions:

| Date | Type | Summary |
|------|------|---------|
|      |      |         |

Future SEN Events:

| Date       | Type                   | Summary                              |
|------------|------------------------|--------------------------------------|
| 22/04/2010 | Occupational Therapist | Comments : Meeting with optometrist. |

Statement Request:

| Request Date | LA Response | Outcome |
|--------------|-------------|---------|
|              |             |         |

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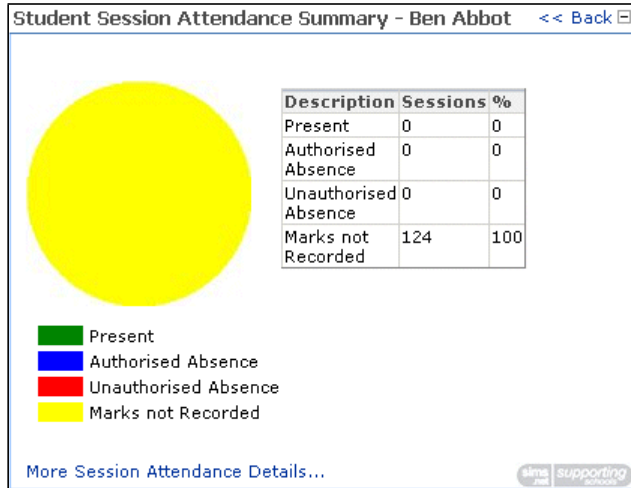


**More Information:**

- Consolidating SLG User Accounts on page 9*
- Viewing Homework on page 33*
- Viewing Reports on page 29*
- Viewing Report Cards on page 31*

## Student Session Attendance

The **Student Session Attendance Summary** panel displays an analysis of session marks. The school day is split into two sessions, morning and afternoon. Session attendance marks keep a record of a child's presence at session registration.



Click the **More Session Attendance Details** link to display the **Student Session Attendance Details** page, in which you can view the marks recorded in the register for each session. The **Session Code Break Down** table describes what the various session marks mean.

Student Session Attendance Details - Ben Abbot

The information displayed shows details of the student's session attendance.

End Date:  Refresh

Week View   
  Month View  
 Month View of Session Marks Between 03/09/2011 - 04/12/2012  
 Each cell contains session marks for a particular day e.g. morning and afternoon.

| Month          | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  |
|----------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| September 2011 |    |    |    |    |    |    |    | ## | II | II | ^  | ^  | ## | ## | ^  | ^  | ^  | II | II | ## | ## |
| October 2011   | II | II | II | II | II | ## | ## | II | II | II | II | II | ## | ## | II | II | U\ | ^  | ## | ## | ## |
| November 2011  |    |    |    | ^  | ^  | ## | ## | HH | HH | ^  | ^  | ^  | ## | ## | ^  | II | ^  | ^  | ^  | ## | ## |
| December 2011  |    |    |    |    |    | ## | ## | ^  | ^  | II | II | ## | ## | II | II | ^  | ^  | ^  | ## | ## | ## |
| January 2012   |    | ## | ## | NN | NN | ## | ## | II | II | ^  | ^  | NN | ## | ## | ^  | II | ^  | ^  | CC | ## | ## |
| February 2012  |    |    |    | ^  | ## | ## | ^  | II | II | ^  | II | ## | ## | EE | EE | EE | EE | EE | EE | ## | ## |
| March          |    |    |    |    |    | ## | ## | ^  | ^  | II | II | II | ## | ## | ^  | ^  | II | II | II | ## | ## |

To view the session marks for another week or month:

1. Click the **Calendar** icon and select an **End Date**.

The information displayed shows details of the student's session attendance.

End Date: 04/12/2012 Refresh

Month View of Sessions: Each cell contains session marks (e.g., morning and afternoon).

| Month          | M  | W  | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  | S  |
|----------------|----|----|----|----|----|----|----|----|----|----|----|----|----|
| September 2011 |    | I  | \  | \  | ## | ## | \  | \  | \  | II | II | ## | ## |
| October 2011   | II |    | I  | II | II | ## | ## | II | II | \  | \  | ## | ## |
| November 2011  |    | \  | \  | \  | ## | ## | \  | II | \  | \  | \  | \  | ## |
| December 2011  |    | \  | II | II | ## | ## | II | II | \  | \  | \  | \  | ## |
| January 2012   |    | ## | ## | NN | NN | ## | ## | II | II | \  | \  | NN | ## |
| February 2012  |    |    | \  | ## | ## | \  | II | II | \  | II | ## | ## | EE |
| March          |    |    | ## | ## | \  | \  | II | II | II | ## | ## | \  | \  |

2. Select the **Week View** or **Month view** radio button.
3. Click the **Refresh** button to update the display.

## Student Lesson Attendance

The **Student Lesson Attendance Summary** panel displays an analysis of lesson marks. Lesson attendance marks are used by secondary schools to keep a record of a child's attendance at each lesson.

| Description          | Lessons | %   |
|----------------------|---------|-----|
| Present              | 0       | 0   |
| Authorised Absence   | 0       | 0   |
| Unauthorised Absence | 0       | 0   |
| Mark not Recorded    | 0       | 100 |

Legend:  
 Present (Green)  
 Authorised Absence (Blue)  
 Unauthorised Absence (Red)  
 Mark not Recorded (Yellow)

Click the **More Lesson Attendance Details** link or the **Lesson Absences** link to display the **Student Lesson Attendance Details** page, made up of two panels:

- Student Lesson Attendance Details
- Student Lesson Absences

**04| Viewing Your Children's Information**

The **Student Lesson Attendance Details** panel displays your child's timetable, with the marks recorded in the register for each lesson. The **Lesson Codes** table describes what the various lesson marks mean.

You can move between pages by clicking the arrows in the **Page** bar.

Student Lesson Attendance Details - Ben Abbot << Back

End Date: 04/12/2012 Refresh

Page << 14 of 53 >>

| Date                    | Period 1   | Period 2   | Period 3   | Period 4  | Period 5  |
|-------------------------|--|--|--|---|---|
| Monday<br>03/12/2012    | Physical Ed<br>Sports Hall 2<br>Attendance<br>mark /         | Statistics<br>Maths Room<br>4<br>Attendance<br>mark /        | English<br>English Room<br>5<br>Attendance<br>mark /   | History<br>Humanities<br>Room 4<br>Attendance<br>mark / | Art<br>Art Room 3<br>Attendance<br>mark /               |
| Tuesday<br>04/12/2012   | Religious Ed<br>Humanities<br>Room 3<br>Attendance<br>mark / | History<br>Humanities<br>Room 4<br>Attendance<br>mark /      | Mathematics<br>Maths Room<br>1<br>Attendance<br>mark / | French<br>Language<br>Room 3<br>Attendance<br>mark /    | Science<br>Science lab 3<br>Attendance<br>mark /        |
| Wednesday<br>05/12/2012 | Religious Ed<br>Humanities<br>Room 3<br>Attendance<br>mark / | Religious Ed<br>Humanities<br>Room 3<br>Attendance<br>mark / | Science<br>Science lab 3<br>Attendance<br>mark /       | Science<br>Science lab 3<br>Attendance<br>mark /        | History<br>Humanities<br>Room 4<br>Attendance<br>mark / |
| Thursday<br>06/12/2012  | Physical Ed<br>Sports Hall 2<br>Attendance<br>mark I         | English<br>English Room<br>5<br>Attendance<br>mark I         | French<br>Language<br>Room 3<br>Attendance<br>mark I   | Science<br>Science lab 3<br>Attendance<br>mark I        | PSE<br>Language<br>Room 4<br>Attendance<br>mark I       |
| Friday<br>07/12/2012    | Art<br>Art Room 3<br>Attendance<br>mark I                    | Art<br>Art Room 3<br>Attendance<br>mark I                    | Mathematics<br>Maths Room<br>4<br>Attendance<br>mark I | English<br>English Room<br>5<br>Attendance<br>mark I    | French<br>Language<br>Room 3<br>Attendance<br>mark I    |

To view the timetable for another week:

1. Click the **Calendar** icon and select an **End Date**.

Student Lesson Attendance Details - Ben Abbot << Back

End Date: 04/12/2012 Refresh

Page << 14 Septemb 2013 >>

| Date                    | Period 3  | Period 4  | Period 5  |
|-------------------------|---|---|---|
| Monday<br>03/12/2012    | English<br>English Room<br>Attendance<br>mark /   | History<br>Humanities<br>Room 4<br>Attendance<br>mark / | Art<br>Art Room 3<br>Attendance<br>mark /               |
| Tuesday<br>04/12/2012   | Mathematics<br>Maths Room<br>Attendance<br>mark / | French<br>Language<br>Room 3<br>Attendance<br>mark /    | Science<br>Science lab 3<br>Attendance<br>mark /        |
| Wednesday<br>05/12/2012 | Science<br>Science lab 3<br>Attendance<br>mark /  | Science<br>Science lab 3<br>Attendance<br>mark /        | History<br>Humanities<br>Room 4<br>Attendance<br>mark / |

2. Click the **Refresh** button to update the display.

The **Student Lesson Absences** panel provides a search for lesson absences in the current academic year (that can be narrowed by type of absence).

Student Lesson Absences - Ben Abbot << Back

Type of absence:

Include Authorised Absences

Include Unauthorised Absences

Include only Post-Registration Absences

Date Range:

From  To

List of Absence Marks:

| Name | Reg | Total | Period | Class | Mark |
|------|-----|-------|--------|-------|------|
|------|-----|-------|--------|-------|------|

Summary of Absence Totals:

| Code | Description | Total |
|------|-------------|-------|
|------|-------------|-------|

sims support

To view absences within a specific date range:

1. Select the check boxes for the type of absence you wish to view.
2. Click the **Calendar** icon adjacent to the **From** field and select a **From** date (the earliest date from which you want to view absences).

Student Lesson Absences - Ben Abbot << Back

Type of absence:

Include Authorised Absences

Include Unauthorised Absences

Include only Post-Registration Absences

Date Range:

From  To

List of Absence Marks:

| Name | Reg | Total | Period | Class | Mark |
|------|-----|-------|--------|-------|------|
|------|-----|-------|--------|-------|------|

Summary of Absence Totals:

| Code | Description | Total |
|------|-------------|-------|
|------|-------------|-------|

sims support

**04| Viewing Your Children's Information**

3. Click the **Calendar** icon adjacent to the **To** field and select a **To** date (the latest date to which you want to view absences).

The screenshot shows the 'Student Lesson Absences - Ben Abbot' window. It includes a 'Type of absence' section with three checked options: 'Include Authorised Absences', 'Include Unauthorised Absences', and 'Include only Post-Registration Absences'. The 'Date Range' is set from '02/09/2012' to '02/09/2013'. A 'Refresh' button is visible. A calendar for September 2013 is shown with the 2nd highlighted. Below the calendar is a table for 'List of Absence Marks' with columns: Name, Reg, Total, and Mark. A 'Summary of Absence Totals' table is also present with columns: Code and Description.

4. Click the **Refresh** button to update the display.

## Student Conduct

The **Student Conduct Summary** provides a list of **Achievements** and **Behaviour** events for the selected **Academic Year**. You can also view any current or previous report cards by clicking the **Actively on Report** or **Previous Report Cards** hyperlinks in the **Behaviour** section.

The screenshot shows the 'Student Conduct Summary - Ben Abbot' window. The 'Academic Year' is set to 'Academic Year 2011/2012'. There are two main sections:

**Achievements - Total Points 3**

| Date       | Type             | Points | Comments  | Award              | Award Date |
|------------|------------------|--------|---|--------------------|------------|
| 06/12/2011 | Excellent Effort | 1      | Project on Faraday  | Positive Referral  | 06/12/2011 |
| 04/10/2011 | Excellent Effort | 1      | Sometimes reluctant to take part in group activities, Ben worked with a group in PE to create a successful gymnastic display. | Sports Certificate | 04/10/2011 |
| 18/09/2011 | School Band      | 1      | In heats for area championships, Ben played solo to judges' acclaim   | Other              | 18/09/2011 |

**Behaviour - Total Points 5**

| Date       | Type               | Points | Comments   | Action             | Action Date |
|------------|--------------------|--------|--|--------------------|-------------|
| 05/03/2012 | Equipment          | 1      | Repeatedly forgetting PE kit   | Written Punishment | 05/03/2012  |
| 08/01/2012 | Damage - Property  | 1      | Poked holes in wall display with pen during lesson   | Detention          | 08/01/2012  |
| 09/11/2011 | Inadequate Work    | 1      | Cursory effort at art homework   | Written Punishment | 09/11/2011  |
| 07/09/2011 | Lunchtime Incident | 1      | Teasing Year 7 pupils over their hair colour - reminded of need to support new students who will be very uncertain in their first few days at school | Reprimand Given    | 07/09/2011  |



Select an **Academic Year** from the drop-down list and click the **Refresh** button to update the display.

Student Conduct Summary - Ben Abbot << Back

Academic Year: Academic Year 2011/2012 Refresh

Achievements - Total Points: 3

Page: 1 of 1 Items per page: 10 Displaying 1-3 of 3 items

| Date       | Type             | Award              | Award Date |
|------------|------------------|--------------------|------------|
| 06/12/2011 | Excellent Effort | Positive Referral  | 06/12/2011 |
| 04/10/2011 | Excellent Effort | Sports Certificate | 04/10/2011 |
| 18/09/2011 | School Band      | Other              | 18/09/2011 |

Behaviour - Total Points: 0

You can move between pages by clicking the arrows in the **Page** bar and change how many **Items per page** are displayed by selecting a number from the drop-down list.

Student Conduct Summary - Ben Abbot << Back

Academic Year: Academic Year 2011/2012 Refresh

Achievements - Total Points: 3

Page: 1 of 1 Items per page: 10 Displaying 1-3 of 3 items

| Date       | Type             | Points | Comment    | Award             | Award Date |
|------------|------------------|--------|------------|-------------------|------------|
| 06/12/2007 | Excellent Effort | 1      | Project on | Positive Referral | 06/12/2007 |

## Student Assessment

The **Student Assessment Summary** panel displays all of your child's assessment results for the selected date range.

Student Assessment Summary - Ben Abbot << Back

From: 02/07/2011 To: 02/12/2011 Refresh

Page: 1 of 4 Items per page: 10 Displaying 1-10 of 35 items

| Assessment                | Description                  | Result | Notes                            | Date Achieved |
|---------------------------|------------------------------|--------|----------------------------------|---------------|
| AR TA Art Subject         | Key Stage 3 Validated Result | 5      | Level 5                          | 05/07/2011    |
| Average Point Score       | Key Stage 3 Validated Result | 35     | Result Range 0 - 60              | 06/07/2011    |
| Citizenship TA            | Key Stage 3 Validated Result | Wa     | Working at the expected standard | 05/07/2011    |
| CZ Citizenship            | Key Stage 3 Validated Result | Wa     | Working at the expected standard | 05/07/2011    |
| DA TA Des and Tech Sub    | Key Stage 3 Validated Result | 6      | Level 6                          | 05/07/2011    |
| DA TA Des and Tech Sub KS | Key Stage 3 Validated Result | 6      | Level 6                          | 05/07/2011    |
| EN Read Test Level        | Key Stage 3 Validated Result | 5      | Level 5                          | 12/07/2011    |
| EN Read Test Level KS3    | Key Stage 3 Validated Result | 5      | Level 5                          | 12/07/2011    |
| EN TA English Subject     | Key Stage 3 Validated Result | 5      | Level 5                          | 05/07/2011    |
| EN TA English Subject KS3 | Key Stage 3 Validated Result | 5      | Level 5                          | 05/07/2011    |

#### 04| Viewing Your Children's Information

To view assessment results within a specific date range:

1. Select the check boxes for the type of absence you wish to view.
2. Click the **Calendar** icon adjacent to the **From** field and select a **From** date (the earliest date from which you want to view assessment results).

The screenshot shows the 'Student Assessment Summary - Ben Abbot' interface. At the top, there are 'From' and 'To' date fields. The 'From' field is set to '02/07/2011' and the 'To' field is set to '02/12/2011'. A calendar icon is visible next to the 'From' field. Below the date fields, there is a 'Refresh' button and a calendar dropdown menu showing 'Jul' and '2011'. The calendar grid shows the month of July 2011, with the 2nd of July highlighted. To the right of the calendar, there is a 'Page' indicator showing 'Page << 1 of 1' and a 'Displaying 1-10 of 35 items' indicator. Below these elements, there is a table of assessment results with columns for 'Assessment', 'Result', 'Notes', and 'Date Achieved'. The table contains several rows of data, including 'AR TA Art Sub', 'Average Point', 'Citizenship TA', and 'CZ Citizenship'.

| Assessment     | Result | Notes                            | Date Achieved |
|----------------|--------|----------------------------------|---------------|
| AR TA Art Sub  | 5      | Level 5                          | 05/07/2011    |
| Average Point  | 35     | Result Range 0 - 60              | 06/07/2011    |
| Citizenship TA | Wa     | Working at the expected standard | 05/07/2011    |
| CZ Citizenship | Wa     | Working at the expected standard | 05/07/2011    |

- Click the **Calendar** icon adjacent to the **To** field and select a **To** date (the latest date to which you want to view assessment results).

Student Assessment Summary - Ben Abbot << Back

From 02/09/2011 To 02/12/2011

Refresh

Page << 1 of 4 >> Items per page 10 Displaying 1-10 of 35 items

| Assessment          | Description                  | Result | Notes            |
|---------------------|------------------------------|--------|------------------|
| AR TA Art Subject   | Key Stage 3 Validated Result | 5      | Level 5          |
| Average Point Score | Key Stage 3 Validated Result | 35     | Result R...      |
| Citizenship TA      | Key Stage 3 Validated Result | Wa     | Working standard |
| CZ Citizenship      | Key Stage 3 Validated Result | Wa     | Working standard |

Calendar: Dec 2011. Today: 02/12/2011. Clear

- Click the **Refresh** button to update the display. You can move between pages by clicking the arrows in the **Page** bar and change how many **Items per page** are displayed by selecting a number from the drop-down list.

Student Assessment Summary - Ben Abbot << Back

From 02/09/2011 To 02/12/2011

Refresh

Page << 1 of 4 >> Items per page 10 Displaying 1-10 of 35 items

| Assessment        | Description                  | Result | Notes   | Date Achieved |
|-------------------|------------------------------|--------|---------|---------------|
| AR TA Art Subject | Key Stage 3 Validated Result | 5      | Level 5 | 05/07/2011    |

## Student Classes

The **Student Classes** panel provides a list of classes for the selected **Effective Date** in a similar way to the **Classes** screen in SIMS. It also provides links to access the **Student Group Details** page and the **Student Timetable**.

Student Classes - Ben Abbot << Back

Effective Date 02/07/2011 Refresh

Student Classes

| Time  | Class Name              | Subject     | Teacher          | Room            |
|-------|-------------------------|-------------|------------------|-----------------|
| 09:15 | <a href="#">10T/Ar1</a> | Art         | Miss K. Burrows  | Art Room 3      |
| 10:15 | <a href="#">10T/Ar1</a> | Art         | Miss K. Burrows  | Art Room 3      |
| 11:35 | <a href="#">10x/Ma1</a> | Mathematics | Mrs L. Vernon    | Maths Room 4    |
| 12:35 | <a href="#">10x/En1</a> | English     | Mr J. Atkinson   | English Room 5  |
| 14:30 | <a href="#">10x/Fr2</a> | French      | Mr M. Konchalski | Language Room 3 |

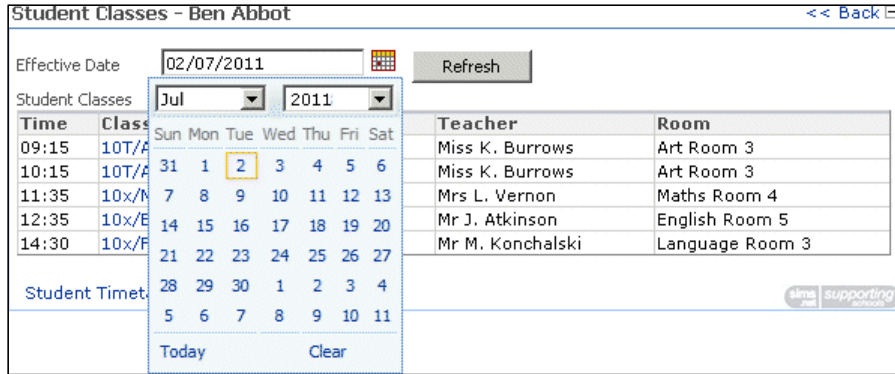
[Student Timetable...](#)

SIMS supporting education

**04| Viewing Your Children's Information**

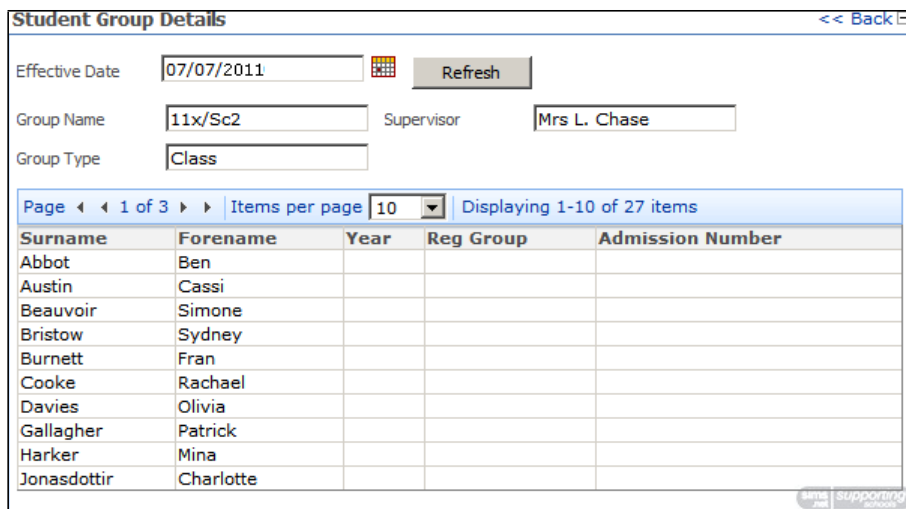
To select a date for the classes you wish to view:

1. Click the **Calendar** icon adjacent to the **Effective Date** field and select a date



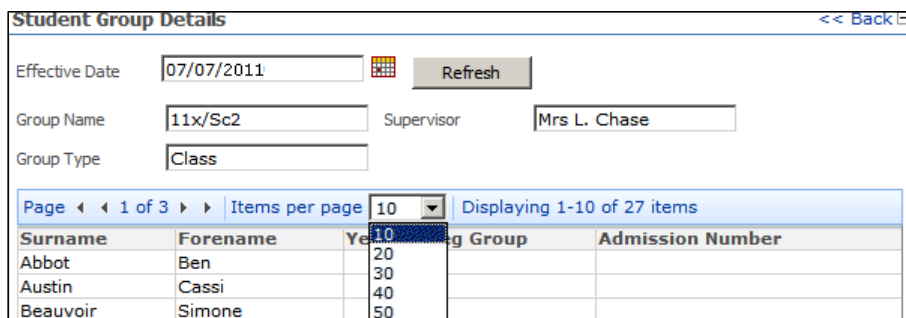
2. Click the **Refresh** button to update the display.

To display the **Student Group Details** page, click on a link in the **Class Name** column.



The **Student Group Details** page displays the class **Supervisor** and a list of class members.

You can move between pages by clicking the arrows in the **Page** bar and change how many **Items per page** are displayed by selecting a number from the drop-down list.



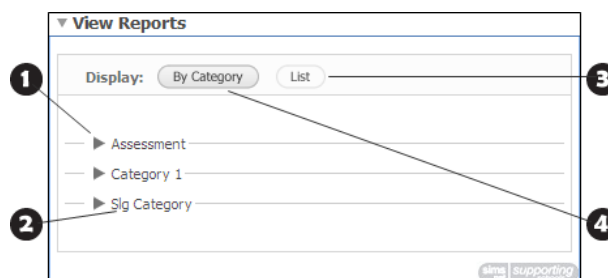
## Student Timetable

The **Student Timetable** page provides a calendar function containing the student's timetable. To change the view of the timetable, click the **Day**, **Week** or **Month** buttons. To change the date range being displayed, click the **Previous Week** and **Next Week** scroll buttons beside the date.

| Student Timetable          |           |   |  |   |   |   |             |
|----------------------------|-----------|---|--|---|---|---|-------------|
| New ▾ Actions ▾ Settings ▾ |           |   |  |   |   |   |             |
| July 13 - July 19 2011     |           |   |  |   |   |   |             |
| Day Week Month             |           |   |  |   |   |   |             |
|                            | 13 Sunday | 14 Monday                                 | 15 Tuesday                                 | 16 Wednesday                                | 17 Thursday                               | 18 Friday                                 | 19 Saturday |
| 7 AM                       |           |   |  |   |   |   |             |
| 8                          |           |   |  |   |   |   |             |
| 9                          |           | 9:15 AM<br>Mon:1 - Physical Ed - RD - SH2 | 9:15 AM<br>Tue:1 - Religious Ed - BPA - H3 | 9:15 AM<br>Wed:1 - Religious Ed - BPA - H3  | 9:15 AM<br>Thu:1 - Physical Ed - RD - SH2 | 9:15 AM<br>Fri:1 - Art - KB - A3          |             |
| 10                         |           | 10:15 AM<br>Mon:2 - Statistics - LV - M4  | 10:15 AM<br>Tue:2 - History - EP - H4      | 10:15 AM<br>Wed:2 - Religious Ed - BPA - H3 | 10:15 AM<br>Thu:2 - English - JA - E5     | 10:15 AM<br>Fri:2 - Art - KB - A3         |             |
| 11                         |           |   |  |   |   |   |             |
| 12 PM                      |           | 11:35 AM<br>Mon:3 - English - JA - E5     | 11:35 AM<br>Tue:3 - Mathematics - LV - M1  | 11:35 AM<br>Wed:3 - Science - SM - S3       | 11:35 AM<br>Thu:3 - French - MK - L3      | 11:35 AM<br>Fri:3 - Mathematics - LV - M4 |             |
| 1                          |           | 12:35 PM<br>Mon:4 - History - EP - H4     | 12:35 PM<br>Tue:4 - French - MK - L3       | 12:35 PM<br>Wed:4 - Science - SM - S3       | 12:35 PM<br>Thu:4 - Science - SM - S3     | 12:35 PM<br>Fri:4 - English - JA - E5     |             |
| 2                          |           |   |  |   |   |   |             |
| 3                          |           | 2:30 PM<br>Mon:5 - Art - KB - A3          | 2:30 PM<br>Tue:5 - Science - SM - S3       | 2:30 PM<br>Wed:5 - History - EP - H4        | 2:30 PM<br>Thu:5 - PSE - RM - L4          | 2:30 PM<br>Fri:5 - French - MK - L3       |             |
| 4                          |           |   |  |   |   |   |             |

## Viewing Reports

The **View Reports** panel provides access to profile and assessment reports that have been published for your child.

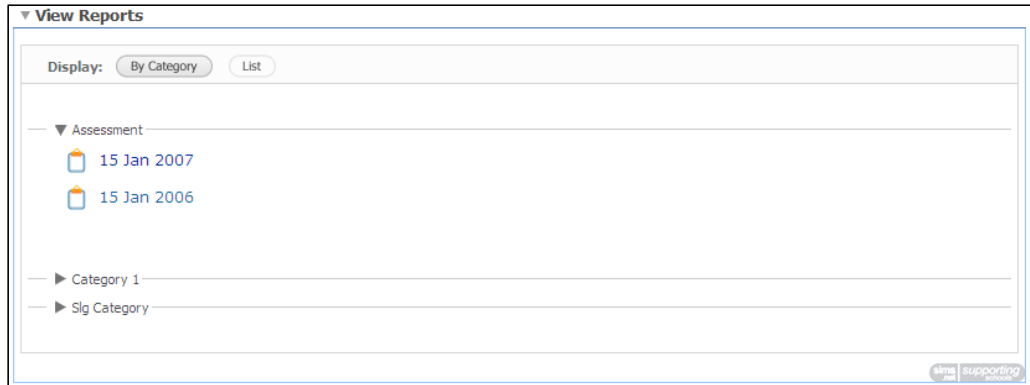


|   |  |
|---|--|
| 1 | Click the triangle to display all the reports in the category.                             |
| 2 | Categories are assigned by the school. Similar reports are grouped together.               |
| 3 | Click the <b>List</b> button to display all reports as a list with the most recent on top. |
| 4 | Click the <b>By Category</b> button to sort reports.                                       |

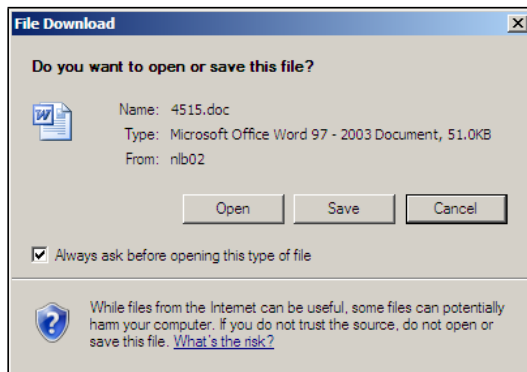
#### 04| Viewing Your Children's Information

To view an online report:

1. In the **View Reports** panel, locate the report you wish to view. Use the **By Category** and **List** buttons to help locate the report you require.



2. Click the report you wish to view to display the **File Download** dialog.



3. Click the **Open** button to display the online report.

**IMPORTANT NOTE:** Microsoft Windows Vista and Windows 7 users might be prompted for their log in credentials. If prompted, enter your SLG **User name** and **Password** again and click the **OK** button to view the online report.

*NOTES: Schools can choose to publish online reports as Microsoft Word or Adobe PDF files.*

*To view Word files, Windows users will need Microsoft WordPad or Microsoft Office installed on their computer. Mac users will need TextEdit or Microsoft Office installed on their computer.*

*To view PDF files, you will need Adobe Acrobat Reader installed on your computer, available from the Adobe website (<http://get.adobe.com/uk/reader/>).*

Alt

# 05 | Entering Data Collection Sheet Information

|   |           |
|---|-----------|
| <b>Introduction .....</b>                               | <b>35</b> |
| <b>Entering Data Collection Sheet Information .....</b> | <b>36</b> |

## Introduction

When enabled by your school, you can use the **Data Collection Sheet** wizard to submit changes to important details about your children to their school. The school will review your submissions and incorporate the updates into their database. You can use SLG to update student details, contacts, medical information, meals and dietary information, travel information and ethnicity.

After submitting a data collection sheet for a child, the **Data Collection Sheet** hyperlink disappears from the **My Children Links** panel for that child. The hyperlink will become available again when the school has incorporated the changes that you submitted into the database.

## Entering Data Collection Sheet Information

The **Data Collection Sheet** wizard can be used to review and update the information that the school stores for your children.

To access the **Data Collection Sheet** wizard, click the **Data Collection Sheet** hyperlink displayed in the **My Children Links** panel on the **My Children Dashboard** page.

You must complete each step of the wizard in order. If there are no updates required for a particular page of the wizard, click the **Save and Continue** button to advance to the next page.

1. Log into the SIMS Learning Gateway site for your child's school.
2. From the the navigation panel, click the **My Children Dashboard** hyperlink.
3. From the **My Children Links** panel, click the **Data Collection Sheet** hyperlink to display the **Welcome** page of the **Data Collection Sheet** wizard.

The screenshot shows the 'Data Collection Sheet' wizard interface. At the top, it identifies 'Green Abbey School' and the user 'George Wong Year 12, N, Newton'. A navigation bar contains icons for various services: a bus, a document, a family, a medical cross, a fork and knife, a car, a globe, and a flag. The main content area is titled 'Welcome' and contains a list of steps: 'Student Details' (Basic details of the student eg preferred name, address and date of birth), 'Contacts' (Basic details of contacts associated to the student), 'Medical' (Medical information eg medical practices and medical conditions), 'Dietary & Meal' (Dietary information eg meal choices and dietary preferences), 'Travel' (Information about how the student gets to school, travel route), 'Ethnicity' (Ethnicity and culture details about the student eg nationality, first language), and 'Finish' (Review changes and submit to school for processing). A large blue arrow button is on the right side of the list.



## Entering Student Details

The **Student Details** page enables you to review and edit your child's name, date of birth, gender, addresses, email addresses and telephone numbers.

Green Abbey School  
DATA COLLECTION SHEET

Student Details  
George Wong Year 12, N, Newton

Start Again?

**Basic Details**

Legal Name: George Wong

Preferred Name: George Wong

Date of Birth: 11/11/1994

Gender: Male

**Current and Future Addresses** + Add Address

17 Goldington, Tingewick, Buckingham, Buckinghamshire, MK18 4RL, United Kingdom

This is George's home address from 19/04/2006

**Emails** + Add Email

georgewong@live.co.uk

This is George's primary home email address

**Telephones** + Add Telephone

01272 554311

This is George's primary home telephone number

07994 444311

This is George's mobile telephone number

*NOTES: All students require a current home address. It is not possible to have multiple home addresses at the same time. However, you can add a home address with a future **Start Date** if, for example, you know that you will be moving house on a specific day.*

*If you choose to edit a home address, you will be asked if you would like to update all the contacts that also live at the current address. Select the check box next to each person to whom you wish to apply the address changes.*

## Entering Contact Information

The **Contacts** page enables you to review and edit the basic details, addresses, email addresses and telephone numbers of the contacts for your child.

Green Abbey School  
**DATA COLLECTION SHEET**

**Contacts**  
 George Wong Year 12, N, Newton Start Age???

YUK YEE WONG )( Delete Contact

**Basic Details**

**Name** Mrs YUK VEE WONG

**Gender** Female

**Relationship** Mother

**Parental Responsibility** Yes

**Priority** -

**Current and Future Addresses** +Add Address

3, 3 Bendwick St. Terrytown T43 9NU, United Kingdom  
 1 s \*s UK 'E[ Dr<Gsaddress fror 08/05/2012 unt

5, Chicken Run Lane, Collington, C045 8PU, United Kingdom  
 r ,s s UI 'EE ot.Gsa- cSStrOI

**Emails** + Add Email

No email address recorded

**Telephones** + Add Telephone


457862 ✖ ✎  
 This is YUK VEE WONG's work number

219460  
 This is YUK VEE WONG's number

## Entering Medical Information

The **Medical** page enables you to review and edit the information about the medical practice with which your child is registered and any medical conditions or disabilities that your child has.

Green Abbey School





### DATA COLLECTION SHEET

### Medical

George Wong Year 12, N, Newton Start Age n?

**MedicalPractices** + Add Medical Practice

Stanton Surgery, Rodgewick Street

**Medical Practice Notes**

**Medicalconditions**

|   |              |  |
|---|--------------|--|
| <ul style="list-style-type: none"> <li>AD.H.D.</li> <li>Arthritis</li> <li>Asthma</li> <li>Chronic Fatigue Syndrome</li> <li>Diabetes</li> <li>Eczema</li> <li>Hayfever</li> <li>Multiple Sclerosis</li> <li>Myalgic Encephalopathy</li> <li>None</li> <li>Osteoporosis</li> <li>Post Viral Fatigue Syndrome</li> </ul> | >><br><br><< | <ul style="list-style-type: none"> <li>Epilepsy</li> </ul> |
|---|--------------|--|

**Other Medical conditions**

**Disabilities** +Add Disability

No disability recorded

## Entering Meals and Dietary Information

The **Meals and Dietary** page enables you to review and edit your child's meal schedule (e.g. Home, Packed Lunch, Other School etc.) for each day of the week as well as to enter other dietary requirements.

Green Abbey School

**DATA COLLECTION SHEET**







**Meals and Dietary**

George Wong Year 12 N. Newton

Start Again?

**Meal Choices**

|           |      |   |
|-----------|------|---|
| Monday    | Home | B |
| Tuesday   | Home | B |
| Wednesday | Home | B |
| Thursday  | Home | B |
| Friday    | Home | B |

**Dietary Needs**

|                              |         |
|------------------------------|---------|
| Artificial colouring allergy | No pork |
| Gluten free                  |         |
| Halal                        |         |
| Kosher foods only            |         |
| No dairy produce             | »       |
| No nuts of any type/quantity |         |
| Seafood allergy              | «       |
| Vegetarian                   |         |

Additional Needs

## Entering Travel Information

The **Travel** page enables you to review and edit your child's travel information, including **Travel Mode** and **Travel Route**.

Green Abbey School  
DATA COLLECTION SHEET

**Travel**  
George Wong Year 12, N, Newton

Start Again?

Travel Mode: Boarder - not applicable

Other Travel Mode:

Travel Route: East Town

Other Travel Route:

## Entering Ethnicity Information

The **Ethnicity** page enables you to review and edit details of your child's ethnic and religious background.

Green Abbey School  
DATA COLLECTION SHEET

**Ethnicity**  
George Wong Year 12, N, Newton

Start Again?

Ethnicity: Chinese + any other ethnic group

National Identity: Other

Religion: Buddhist

First Language: Chinese

English as an Additional Language: No

Speaks Welsh: Information Not Obtained

## Reviewing and Submitting Data Sheet Information

The **Finish** page enables you to review the changes that you have made throughout the wizard before submitting them to the school.

Green Abbey School

**DATA COLLECTION SHEET**

**Finish**  
George Wong Year 12, N. Newton

[Start Again?](#)

Once you click Finish, the information will be sent to the school to approve. During this time, the data collection sheet will not be available. Once the school have updated the student's record, the Data Collection Sheet will become available again to make further changes.

By clicking 'Finish' you are agreeing that the changes you have made are correct.

**Finish**

Summary of changes

[Collapse All](#) | [Expand All](#)

- IE Address : Added for George Wong IE
- Address : Added for George Wong al
- Address : Updated for George Wong
- <Telephone : Deleted for George Wong
- IE Telephone : Deleted for George Wong
- IE Medical Condition : Added for George Wong
- IE Dietary Need : Added for George Wong
- IE Ethnicity : Updated for George Wong
- IE Address : Added for Mr KIN YA WONG
- IE Address : Added for Mr KIN YA WONG
- 00 Address : Updated for Mr KIN YA WONG
- IE Address : Added for Mrs YUK YEE WONG
- Address : Added for Mrs YUK YEE WONG
- IE Address : Updated for Mrs YUK YEE WONG
- IE Telephone : Updated for Mrs YUK YEE WONG

Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DCF.