QUICK START GUIDE

Parental Portal (SIMS Learning Gateway) - Quick Start Guide
The SLG is accessed using a web browser and by entering the details that have been provided to you by the school. The account will give you access to information relating to any children that you have at Reigate School.

The address for the Reigate School SLG is https://portal.reigate-school.surrey.sch.uk/slg/

Finding Information on the SLG
Once logged in you should click on the **Parents/Carers** tab at the top of the page. You will then see the home page of the SLG Parent Site containing current SLG notices. On the left hand side of the screen are several sections that will be of interest:

My Account Page – it is advised that you visit this page the first time you log in and change your password to something more memorable. If you forget your password go to https://reigateschool.fluencycms.co.uk/Parental-Portal-(SLG)-Support where you can submit your password reset request using our online form.

My Children Dashboard – here you will find the main information about your child/children. In the main part of the page you will see headline information including attendance.

At the bottom of the page under **My Children Links** you will find three sections:

Student Dashboard – here you will find information regarding behaviour/achievements and timetable.

View Reports – this is where progress reports can be found. Click on the arrow next to the current academic year and a list of available reports will be displayed. Please note you will be unable to view reports when using a smartphone/iPhone as the mobile view doesn't support this.

Data Collection Sheet – Use this section of the SLG to check and update the information that we hold, including home address and home/mobile/work telephone numbers and email addresses. Changes are then submitted electronically and there is no need to telephone the school to advise us of those changes.