



Norbury Manor  
Business & Enterprise  
College *for* Girls



**SIMS Learning Gateway  
Mini Guide  
for Parents and Carers**



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# 01 | Introduction

## In This Chapter

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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.

## Prerequisites

In order to access the SLG Parent site, you need a reliable, fast Internet connection (basic broadband is sufficient).

Please check the following table to make sure that your Internet browser is compatible:

Internet Browser	PC	Mac
Internet Explorer 9.x	✓	✗
Internet Explorer 8.x	✓	✗
Internet Explorer 7.x	✓	✗
Mozilla Firefox 5.x	✓	✓
Mozilla Firefox 4.x	✓	✓
Safari 5.x	✓	✓

## 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

## In This Chapter

Logging into the SLG Parent Site.....	3
Introduction to the Home Page of the SLG Parent Site.....	4
Log Out of the SLG Parent Site.....	4

## Logging into the SLG Parent Site

1. Using a web browser (such as Windows® Internet Explorer or Firefox), enter the address of Norbury Manor's website; <http://www.nmbec.org.uk/>
2. On the right hand side click the tab entitled SIMs Learning Gateway
3. A login screen is displayed. Enter the login details that have been provided to you by Norbury Manor

**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.

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



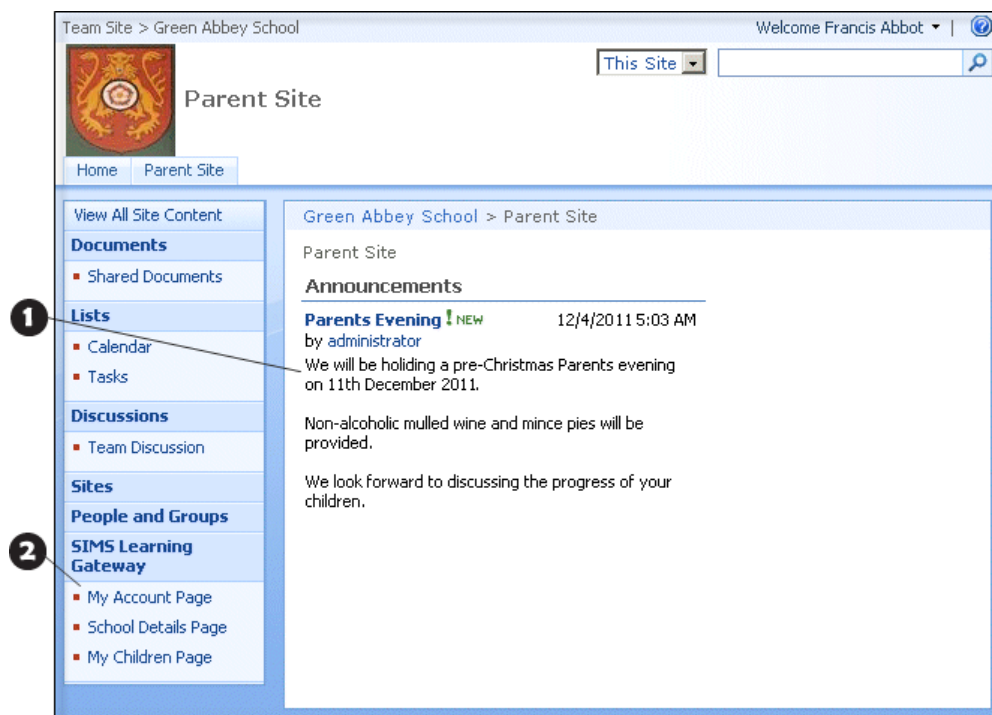
### More Information:

Changing Your Password on page 7

Forgotten Your Password? on page 8

## 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.



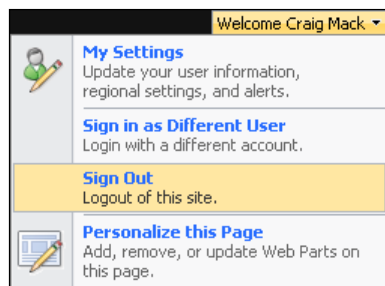
1	School specific content.
2	Parent specific links.

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

## In This Chapter

<b>Introduction.....</b>	<b>7</b>
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<b>Changing Your Security Question and Answer.....</b>	<b>8</b>
<b>Forgotten Your Password? .....</b>	<b>8</b>
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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.

## 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.

**View My User Account - Francis Abbot** << Back

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\AbbotFri

## Changing Your Password

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

**Change My User Account Password** << Back

Your new password must comply with this site's Password Policy

Old Password:

New Password:

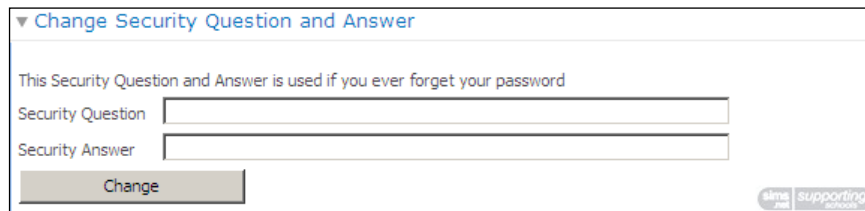
Confirm New Password:

Change

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

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 8

## Forgotten Your Password?

The school has activated the **Request New User Account Password** feature 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.

From the login page just below the logon button, click on "Click here" marked in yellow to get you on the reset password page.

The **Reset User Password** page is displayed.

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

2. 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:

**Request New User Account Password** << Back

New password successfully requested.  
You will be required to change your new password at next login.

*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.*

## Consolidating SLG User Accounts

If you have more than one SLG account, these can be consolidated using the **Consolidate My User Accounts** panel, enabling you to view all your information from use a single username and password. For example:

- A teacher whose children who attend the school that they work in will have a teacher account and a parent account. These can be consolidated so that when the teacher logs into SLG, they can simultaneously access the Teacher and Parent sites.
  - If the Local Authority hosts the SLG sites for all its schools, a parent whose children attend different schools can consolidate all their SLG accounts and access all their children's information from a single login.
1. In the **Consolidate My User Accounts** web part, enter the **User Name** and **Password** of the account you wish to consolidate with the account you are currently logged in with.

**Consolidate My User Accounts**

Enter the details of the User Account you wish to consolidate with the current one

User Name: sdsig\AddisoG

Password: [masked]

Continue

2. Click the **Continue** button to display a list of user names that can be consolidated.

**Consolidate My User Accounts**

Choose which user name you wish the consolidated User Account to use

☒ **Current user name (AbellA)**  
This User Account is SLG Administered

☐ **Other user name (AddisoG)**  
This User Account is SLG Administered

Back Consolidate

3. Select the user name radio button that you wish to use as the consolidated user account.
4. Click the **Consolidate** button. The accounts are now consolidated.

*NOTE: Any documents you uploaded to SLG whilst logged into the current user account will still be accessible after consolidation. However, it will not be possible to edit or delete documents that you uploaded to SLG via your other accounts before consolidation.*



# 04 | Viewing Your Children's Information

## In This Chapter

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<b>Student Session Attendance.....</b>	<b>22</b>
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## My Children Dashboard

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

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

## Latest Announcements

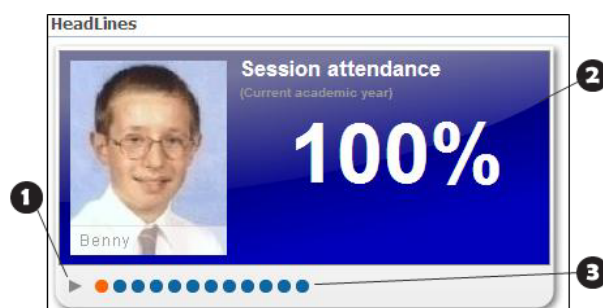
The **Latest Announcements** panel displays school and parent related announcements. To view a complete announcement list, click the announcement text.





## Headlines

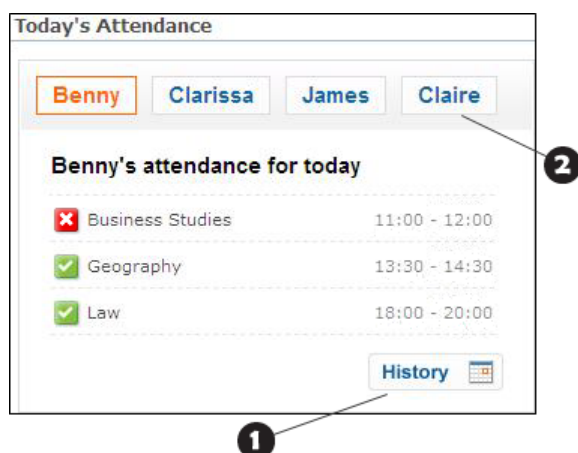
The **Headlines** panel displays important information about your children at a glance. Information that might be provided includes attendance percentage, lateness, achievements, behaviour information and key performance indicators for the current academic year.



- |   |  |
|---|--|
| 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. |

**July 2010**  
Clarissa's Attendance

Monday 28 Tuesday 29 Wednesday 30 Thursday 1 Friday 2

Physical Ed  
Recorded Mark: Unauthorised Absence  
Teacher: Mrs J. Darby  
Start Time: 09:00  
End Time: 10:00  
Duration: 60 minutes  
Minutes Late: 0 minutes

Present (71) Unauthorised absence (5) Accounted for lesson absence (1) No Mark (1)

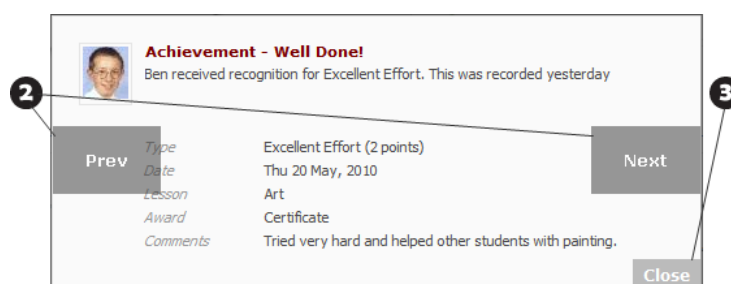
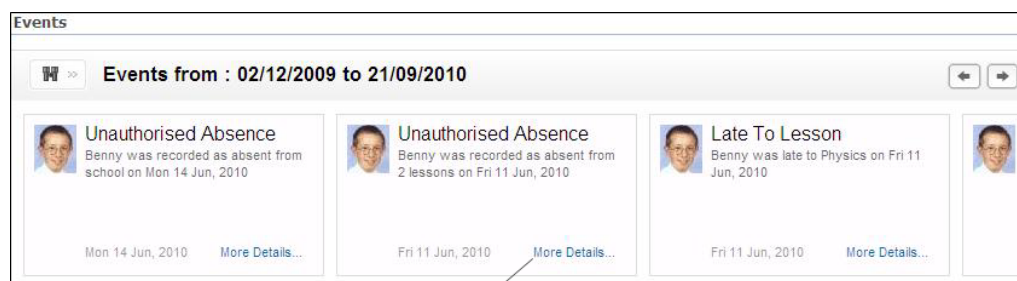
Navigation: << 2009 2010 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 2011 >>

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.



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

## Filtering Events by Date Range

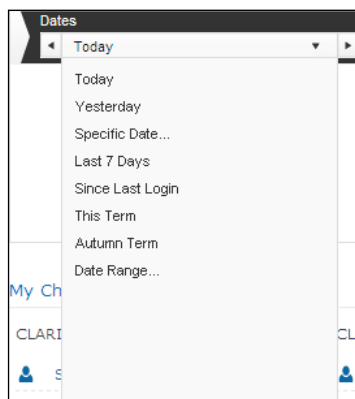
To filter events by date range:

1. Click the **Filter** button.

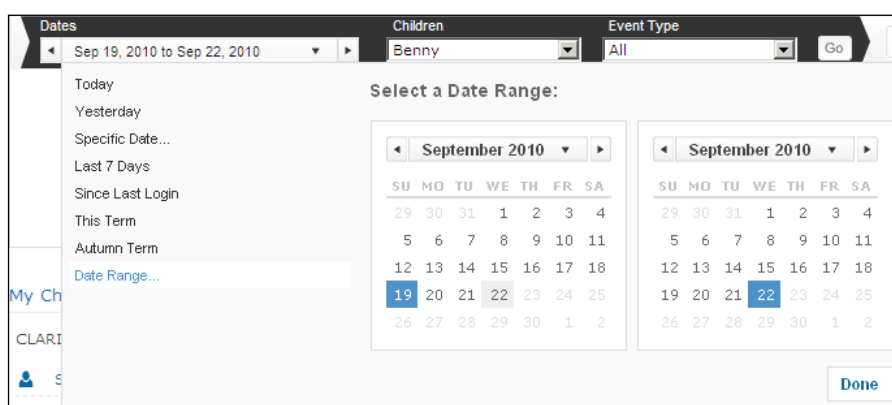


Filter button

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

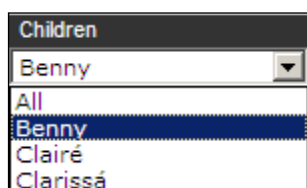
To filter the displayed events by individual child or by event type:

1. Click the **Filter** button.

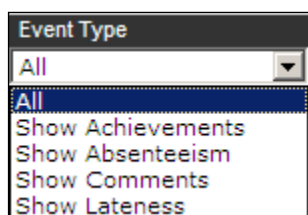


Filter button

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



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

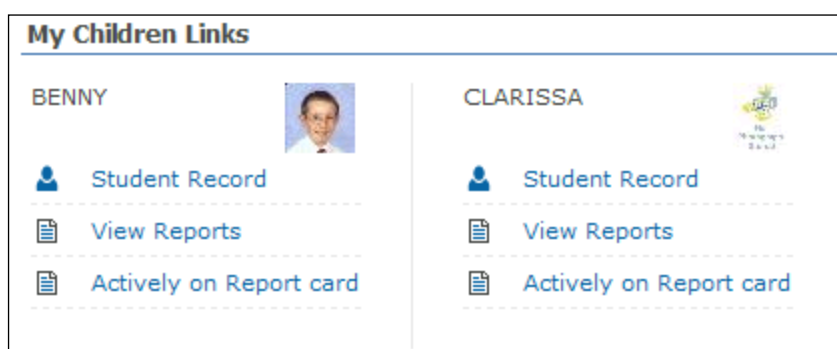


## My Children Links

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.

Student Basic Information - Ben Abbot << Back

Legal Forename	<input type="text" value="Benjamin"/>	
Middle Name(s)	<input type="text" value="Michael"/>	
Legal Surname	<input type="text" value="Abbot"/>	
Preferred Surname	<input type="text" value="Abbot"/>	
Preferred Forename	<input type="text" value="Ben"/>	
Date of Birth	<input type="text" value="12/07/1993"/>	
Age	<input type="text" value="15 years, 4 months"/>	
Gender	<input type="text" value="Male"/>	
Birth Certificate Seen	<input checked="" type="checkbox"/>	

[More Student Details...](#) slgms 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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## ■ 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	

SEN Support

## ■ 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

SEN Support

## ■ 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

SEN Support

## 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

SLG Supporting Schools

## 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

SLG Supporting Schools



### More Information:

*Consolidating SLG User Accounts on page 10*

*Viewing Homework on page 33*

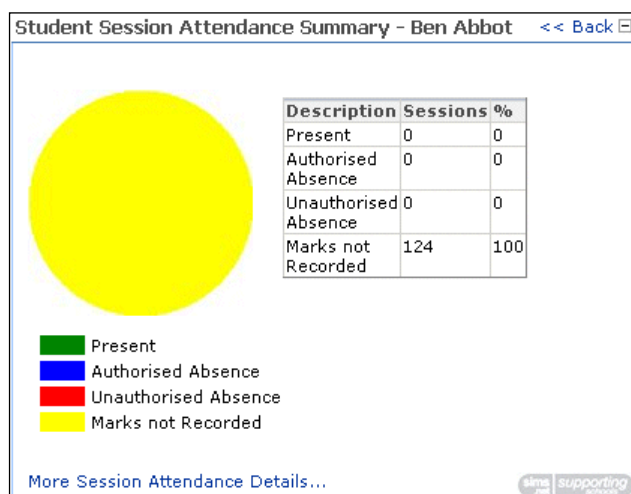
*Viewing Reports on page 29*

*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 << Back

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

End Date: 04/12/2007 Refresh

☐ Week View ☒ Month View

Month View of Session Marks Between 03/09/2007 - 04/12/2007.  
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 2007								##	II	II	^	^	##	##	^	^	^	II	II	##	?
October 2007	II	II	II	II	II	##	##	II	II	II	II	II	##	##	II	II	U	^	##	##	?
November 2007				^	^	##	##	HH	HH	^	^	^	##	##	^	II	^	^	^	##	?
December 2007						##	##	^	^	^	II	II	##	##	II	II	^	^	^	##	?
January 2008		##	##	NN	NN	##	##	II	II	^	^	NN	##	##	^	II	^	^	CC	##	?
February 2008					^	##	##	^	II	II	^	II	##	##	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**.

**Student Session Attendance Details - Ben Abbot** << Back

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

End Date: 04/12/2007 Refresh

☐ Week View  
☒ Month View of Sessions  
 Each cell contains session number.

Month: September 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

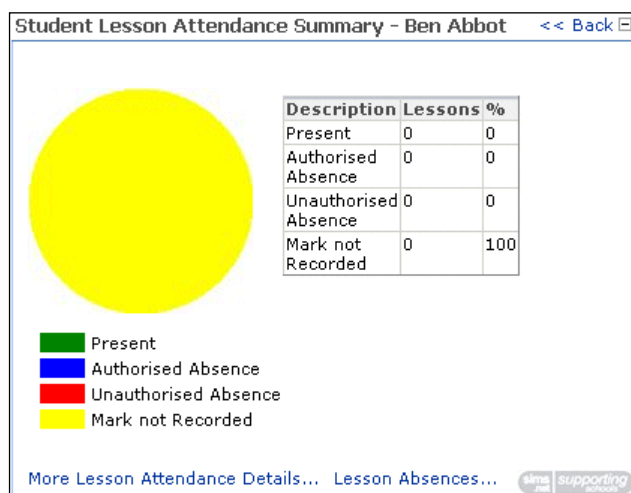
Today Clear

Month	M	T	W	T	F	S	S
September 2007	I	II	II	II	II	II	II
October 2007	I	II	II	II	II	II	II
November 2007	I	II	II	II	II	II	II
December 2007	I	II	II	II	II	II	II
January 2008	II	II	II	II	II	II	II
February 2008	II	II	II	II	II	II	II
March	II	II	II	II	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.



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

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

04/12/2007



Refresh

Page << 14 of 53 >>

Date	Period 1	Period 2	Period 3	Period 4	Period 5
Monday 03/12/2007	Physical Ed Sports Hall 2 Attendance mark /	Statistics Maths Room 4 Attendance mark /	English English Room 5 Attendance mark /	History Humanities Room 4 Attendance mark /	Art Art Room 3 Attendance mark /
Tuesday 04/12/2007	Religious Ed Humanities Room 3 Attendance mark /	History Humanities Room 4 Attendance mark /	Mathematics Maths Room 1 Attendance mark /	French Language Room 3 Attendance mark /	Science Science lab 3 Attendance mark /
Wednesday 05/12/2007	Religious Ed Humanities Room 3 Attendance mark /	Religious Ed Humanities Room 3 Attendance mark /	Science Science lab 3 Attendance mark /	Science Science lab 3 Attendance mark /	History Humanities Room 4 Attendance mark /
Thursday 06/12/2007	Physical Ed Sports Hall 2 Attendance mark I	English English Room 5 Attendance mark I	French Language Room 3 Attendance mark I	Science Science lab 3 Attendance mark I	PSE Language Room 4 Attendance mark I
Friday 07/12/2007	Art Art Room 3 Attendance mark I	Art Art Room 3 Attendance mark I	Mathematics Maths Room 4 Attendance mark I	English English Room 5 Attendance mark I	French Language Room 3 Attendance 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		04/12/2007							Refresh												
Page << 14		Septemb		2008																	
Date		Sun		Mon		Tue		Wed		Thu		Fri		Sat		Period 3		Period 4		Period 5	
Monday 03/12/2007		31		1		2		3		4		5		6		English English Room		History Humanities Room 4		Art Art Room 3 Attendance mark /	
		7		8		9		10		11		12		13		Attendance mark /		Attendance mark /		Attendance mark /	
		14		15		16		17		18		19		20							
Tuesday 04/12/2007		21		22		23		24		25		26		27		Mathematics Maths Room		French Language Room 3		Science Science lab 3 Attendance mark /	
		28		29		30		1		2		3		4							
		5		6		7		8		9		10		11		Attendance mark /		Attendance mark /			
		Today								Clear											
Wednesday 05/12/2007		Humanities						Humanities								Science lab 3		Science lab 3		History Humanities	

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 02/09/2008 To 01/09/2009

Refresh

List of Absence Marks:

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

Summary of Absence Totals:

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

sim support

To view absences within a specific date range:

3. Select the check boxes for the type of absence you wish to view.
4. 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 02/09/2008 To 01/09/2009

Refresh

List of Absence Marks:

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

Summary of Absence Totals:

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

sim support

- Click the **Calendar** icon adjacent to the **To** field and select a **To** date (the latest date to 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 02/09/2008 To 01/09/2009

Refresh

List of Absence Marks:

Name	Reg	Total	Mark
Summary of Absence Totals:			
Code	Description		

Calendar: Septemb 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11
Today			Clear			

sim support

- 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.

Student Conduct Summary - Ben Abbot << Back

Academic Year Academic Year 2007/2008 Refresh

Achievements - Total Points 3

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

Date	Type	Points	Comments	Award	Award Date
06/12/2007	Excellent Effort	1	Project on Faraday	Positive Referral	06/12/2007
04/10/2007	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	04/10/2007
18/09/2007	School Band	1	In heats for area championships, Ben played solo to judges' acclaim	Other	18/09/2007

Behaviour - Total Points 5

Page 1 of 1 Items per page 10 Displaying 1-5 of 5 items

Date	Type	Points	Comments	Action	Action Date
05/03/2008	Equipment	1	Repeatedly forgetting PE kit	Written Punishment	05/03/2008
08/01/2008	Damage - Property	1	Poked holes in wall display with pen during lesson	Detention	08/01/2008
09/11/2007	Inadequate Work	1	Cursory effort at art homework	Written Punishment	09/11/2007
07/09/2007	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	07/09/2007

sim support

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 2010/2011 Refresh

Achievements - Total Points: 3

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

Date	Type	Points	Comments	Award	Award Date
06/12/2010	Excellent Effort	1	Project on...	Positive Referral	06/12/2010
04/10/2010	Excellent Effort	1	Want to take part in group...	Sports Certificate	04/10/2010
18/09/2010	School Band	1	Participated in gymnastic display...	Other	18/09/2010

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 2007/2008 Refresh

Achievements - Total Points: 3

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

Date	Type	Points	Comments	Award	Award Date
06/12/2007	Excellent Effort	1	Project on...	Positive Referral	06/12/2007



### More Information:

Viewing Report Cards on page 31

## 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: 04/07/2008 Refresh

Student Classes

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

Student Timetable...

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

**Student Classes - Ben Abbot** << Back

Effective Date: 04/07/2008 Refresh

Student Classes: Septemb 2008

Time	Class	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Teacher	Room
09:15	10T/A								Miss K. Burrows	Art Room 3
10:15	10T/A	31	1	2	3	4	5	6	Miss K. Burrows	Art Room 3
11:35	10x/N	7	8	9	10	11	12	13	Mrs L. Vernon	Maths Room 4
12:35	10x/E	14	15	16	17	18	19	20	Mr J. Atkinson	English Room 5
14:30	10x/F	21	22	23	24	25	26	27	Mr M. Konchalski	Language Room 3

Student Timet: 28 29 30 1 2 3 4  
5 6 7 8 9 10 11

Today Clear

alma supporting

- Click the **Refresh** button to update the display.  
To display the **Student Group Details** page, click on a link in the **Class Name** column.

**Student Group Details** << Back

Effective Date: 07/07/2009 Refresh

Group Name: 11x/Sc2 Supervisor: Mrs L. Chase

Group Type: Class

Page << 1 of 3 >> Items per page 10 Displaying 1-10 of 27 items

Surname	Forename	Year	Reg Group	Admission Number
Abbot	Ben			
Austin	Cassi			
Beauvoir	Simone			
Bristow	Sydney			
Burnett	Fran			
Cooke	Rachael			
Davies	Olivia			
Gallagher	Patrick			
Harker	Mina			
Jonasdottir	Charlotte			

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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 Group Details** << Back

Effective Date: 07/07/2009 Refresh

Group Name: 11x/Sc2 Supervisor: Mrs L. Chase

Group Type: Class

Page << 1 of 3 >> Items per page 10 Displaying 1-10 of 27 items

Surname	Forename	Year	Reg Group	Admission Number
Abbot	Ben			
Austin	Cassi			
Beauvoir	Simone			

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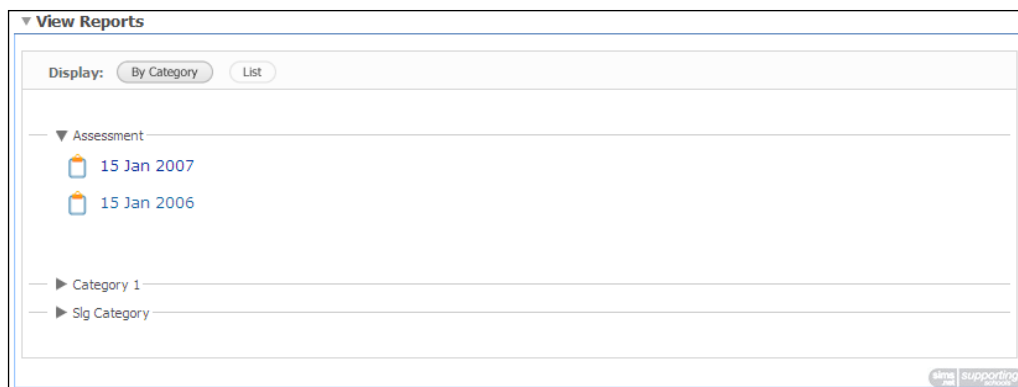




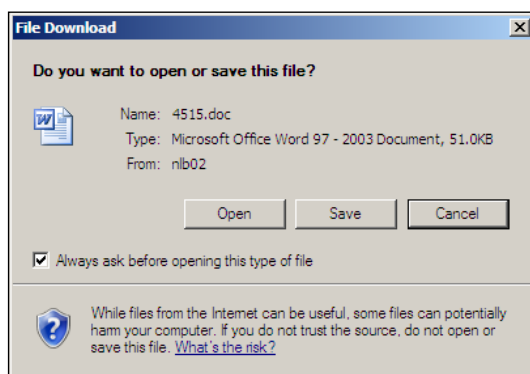
- 4 Click the **By Category** button to sort reports.

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: We have chosen to upload the reports as a PDF file.*

*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/>).*

## Viewing Report Cards

The **Student Report Card** panel displays any behaviour incident report cards that have been published for your child.

*NOTE: You may not see all the information displayed below. Each school can choose which details are displayed in report cards.*

Class	STAF	HOME	DISP	Initials
N - AM	✓	✓	✗	AA
Business Studies (13B/Bs1)	✗	✗	✓	AB
N - PM	✓	✗	✓	AC
Geography (13A/Gg1)	✗	✓	✗	AD
Law (13E/La1)	✓	✗	✓	

1	Click Basic Details to view more information
2	To view behaviour target marks for a different date, select the date from the <b>Targets for</b> drop-down list.
3	Place the cursor over a behaviour target name to read a description.
4	Initials of member of staff that recorded the marks/comments.
5	Behaviour target not achieved.
6	Behaviour target achieved.
7	The lesson or session for which the behaviour target mark was recorded.
8	Additional report cards are highlighted in grey.
9	The currently selected report card has a highlighted arrow.
10	Active report cards are highlighted in blue.

Teachers can record targets for a range of behaviours. A check for a behaviour target indicates that the target was achieved for that lesson. A cross indicates that the behaviour target was not achieved for the lesson.

✔ *Behaviour Target Achieved*

✘ *Behaviour Target Not Achieved*

Although your child's school might have their own behaviour targets, the following table provides a brief description of the default behaviour targets.

Behaviour Target Code	Description
DISR	Student avoided disrupting other students.
PUNC	Student arrived to lesson on time.
HOME	Student supplied homework.
DISP	Student displayed self-discipline.
EQUI	Student brought the correct equipment for lesson.
STAF	Student followed staff instructions without question.

## Viewing Basic Details of Report Cards

By default, when a report card is viewed, the information in the **Basic Details** panel is not displayed. However, clicking **Basic Details** displays additional information about the report card.

*NOTE: You may not see all the information displayed below as schools can choose to hide behaviour incident information.*

**1**

**Student Report Card**  
Benny Abbs

**Damage to Property**  
1/10/2011 to 1/11/2011

**Disruptive Behaviour in Class**  
1/7/2011 to 1/9/2011

**Persistent Lateness to Lessons**  
10/11/2010 to 10/29/2010

**Truancy**  
1/18/2010 to 7/23/2010

**Basic Details**

Reason for On Report: Damage to Property

Start Date: 10 January 2011

End Date: 11 January 2011

Status: Active

**Behaviour Incidents**

Event Date	Type	Action Taken	Points	Status
9/9/2010	Missed Detention	Detention	16	Further Intervention Required
9/15/2010	Rudeness	Cooling Off Period	15	Unresolved
9/20/2010	Assault	Cooling Off Period	14	Resolved
9/29/2010	Prankster Kazza	Lunchtime Detention	17	Review in 1 Week

**Report Card Details**

Targets for: 11 January 2011

**2**

Class DISR PUNC HOME DISP EQUI STAF Initial

**1** Report card details.

**2** Details of any behaviour incidents associated with the report card.



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