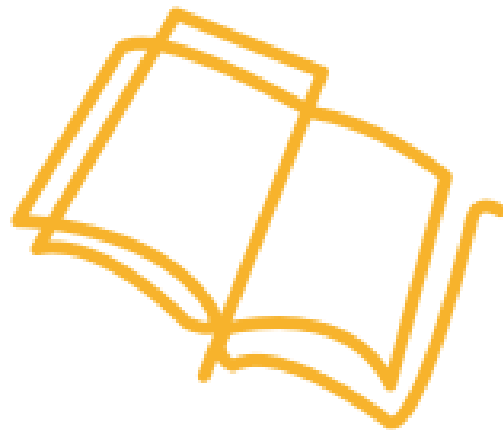


PENNTHORPE

THE PARENT PORTAL USER GUIDE

2024/25





Pennthorpe uses the Engage Parent Portal to manage school communications with parents. The Parent Portal is used for messaging, booking before and after school care and activities, viewing your child’s timetable and school reports, accessing the school calendar, sharing important documents and viewing your financial account.

When a family joins Pennthorpe, each child’s parents or guardians will receive an email to invite them to create a Parent Portal account. By default, your account will use your email address as your username, and you will be asked to choose your own password. Once you have set up your account, future logins are via a web browser at <https://portal.pennthorpe.com>. If you have not received an invitation to create an account, or have misplaced your login details, please contact our Head of Digital Strategy Nick Oglieve (Noglieve@pennthorpe.com), who will be happy to help.

An Engage App is available for parents to use on their mobile phones, however this has limited functionality and is therefore not as useful as accessing the Portal via a web browser. If you would prefer to manage your communications from your mobile device, we would recommend using a web browser on your device rather than using the Engage App.

This guide is intended to help you get the most out of the Parent Portal; we hope it helps to minimise the effort required from you to get the maximum benefit from the school information that is available. We recognise that there is a huge amount of information available and sometimes this can be overwhelming and mean it is challenging to identify the key items that you need to be aware of. Hopefully this guide will help you to use the Portal to your advantage; to cut through the noise of information that is not relevant to your child and to ensure you do not miss out on those bits you really need to know.

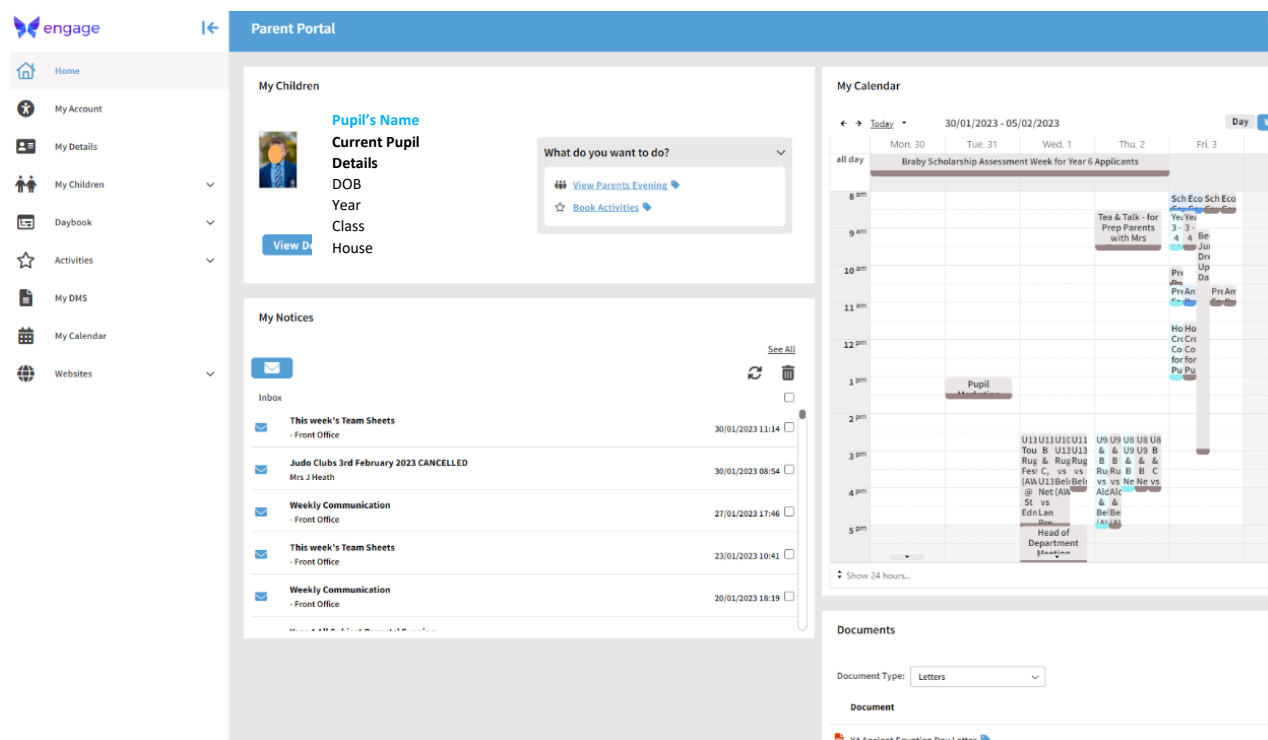
The guide is broken into the following headings. Read them all in order or delve into the items that are of particular interest. If you have any questions, or would like to provide feedback, do not hesitate to get in touch (enquiries@pennthorpe.com).

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1. QUICK PORTAL TOUR

Your home screen provides access to all the key elements of the Parent Portal.



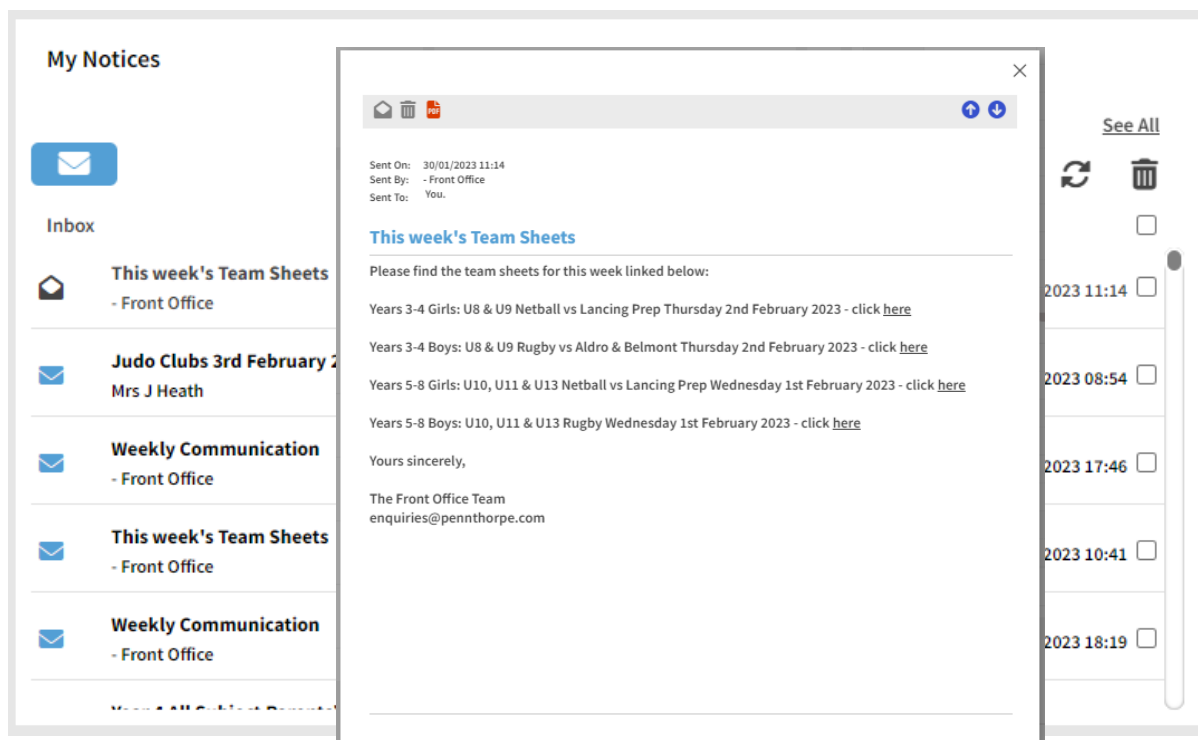
ding	Description
My Account	Details of your financial account, including current balance, outstanding invoices, historical invoices and receipts
My Details	Your contact details and contact details of the emergency contacts you have provided. For your child's safety it is crucial that these details are always correct
Daybook	Details of Daybook entries made for you and your child, including First Aid incidents and items requiring parental sign off.
Activities	Book, and review details of booked, wraparound care and extracurricular clubs for your child here
My Calendar	Customise your calendar view, look at calendar details and export events to your personal calendar
Websites	Links to key websites
My Children	Headline details of pupils. Clicking View Details provides more information, including the child's school report and timetable. Clicking View Activities enables you to review and book wraparound care and extracurricular clubs for the child
My Notices	Notices sent from school, which you will also receive as emails
Documents	Contains key documents published by the school. Use the Document Type filter to view different categories of documents and narrow down your search for key information



2. WHERE TO FIND YOUR REGULAR COMMUNICATIONS FROM PENNTHORPE

Your Notices is where you will receive important notifications about your child and the school. Important Notices will also be sent to you as emails, received directly into your inbox, as well as appearing in Your Notices section of the website.

Click a notice to view its detail and then use the icons to either print or delete messages.



Each week on a Friday, Pennthorpe sends parents headline information via email, to help them navigate to the important elements that they should be aware of. This will be received directly into your inbox, and will also be listed in your My Notices section of the Parent Portal

A summary of all the ways in which the school communicates with parents can be found in the Parents' Area of our website at <https://www.pennthorpe.com/parents-area/parental-communications-public/>

3. ACCESSING DOCUMENTS THAT HAVE BEEN SHARED BY THE SCHOOL

Important documents that Pennthorpe wishes to share with parents, will be published in the Parent Portal for your review, which seeks to act as a 'library' of all important documents. The intention for storing information in this way is to make it easy for parents to refer to published documents at a time of your convenience. To facilitate this, all documents are:

- **Categorised** – this will enable documents to be logically retrieved – e.g. documents that are resources for "Virtual Learning R" will be filed with that name as their *Type*. Similarly, policy documents will be filed as *Type* "Policies," school trip letters will be filed as *Type* "Trips" etc.
- **Retained in a single place** – this will allow you to easily refer to documents at a future date



- **Published to only certain relevant sub-groups of parents** – e.g. a document that is only relevant for children in Year 1 will be visible to parents of those children in Year 1
- **Current** - documents that are no longer relevant will expire and be removed from the Portal.

Click a document to download it and read its content. Filter your view of documents by choosing the category of document you are looking for. Please note that the last 'Document Type' filter you used will be in place by default, so make sure to update this if you are struggling to find the document you are interested in

Documents

Document Type: Letters

Document	Date
Y4 Ancient Egy	27/01/2023
Pennthorpe Sk	27/01/2023
ALL Staffing In	27/01/2023
House Positive Poetry Competition Letter 2023	20/01/2023
Y4 All Subject Parents' Evening Letter	20/01/2023
Year 4 Start of Spring Term Letter 2023	06/01/2023



4. ACCESSING YOUR CHILD'S REPORT

At regular intervals during your child's time at Pennthorpe, progress reports will be shared with parents via the Parent Portal. You should receive an alert when your child's report is published.

Choose 'Assessments Reports' from the side menu. Check that the 'Reporting Period' is filtering the Reports displayed for the correct reporting period. Click a report title to download it and read its contents.

The screenshot displays the Parent Portal interface. On the left is a navigation menu with the following items: My Account, My Details, My Children (expanded to show Siblings, Pupil Details, Assessment Reports, Timetable, Medical Details, DMS, and Additional Information), Daybook, Activities, and My DMS. The 'Assessment Reports' item is highlighted with a red box. On the right, there is a profile section for a pupil, including a placeholder image and fields for Pupil's Name, Current Pupil Details, DOB, Year, Class, and House. Below this is the 'Assessment Reports' section, which features a 'Reporting Period' dropdown menu set to 'Autumn 2 2022/23' (highlighted with a red box) and a 'Show this year's Report' button. Underneath, a list of reports is shown, with the first report, 'Autumn 2 Yr3&4 Grade Card 2223 For Autumn 2 2022/23', highlighted with a red box.



5. BOOKING A PARENTS EVENING APPOINTMENT

Periodically, the Parent Portal will open the functionality to book a Parents Evening appointment. When the booking window is open, you will receive a notification to alert you to book an appointment. Choose to 'Book Parents Evening' via the home screen:

The screenshot shows the Parent Portal home screen. On the left, there is a 'My Children' section with a profile card for a pupil, including fields for Pupil's Name, Current Pupil Details, DOB, Year, Class, and House, and a 'View Details' button. In the center, a 'What do you want to do?' dropdown menu is open, showing two options: 'Book Parents Evening' (highlighted with a red box) and 'Book Activities'. Below this is a 'My Notices' section with an 'Inbox' icon and a 'See All' link. On the right, there is a 'My Calendar' section showing a weekly view for Monday, with a time slot from 8 am to 1 pm.

You will be asked to select multiple appointments with individual subject teachers, as well as your child's Form Teacher.

Date	Time	Mr Jack Jones Art A	Mr David Biddlecombe Biology A	Mrs Diana Trotman Business Studies	Mr Joseph Drake Chemistry A	Mr Peter Jessop DT A	Ms Sharon Ware English A	Miss Maggie Gyllam Games	Mr Charles James Geography	Miss Sally Heppenstall German	Mr Adria ICT
Thursday 31/08/2023	14:00		14:00 My Booking								
	14:10					14:10 My Booking					
	14:20			14:20 My Booking							
	14:30				14:30 My Booking						
	14:40										
	14:50							14:40 My Booking			
	15:00						14:50 My Booking				
	15:10		Book Time						Book Time	Book Time	Book
	15:20		Book Time						Book Time	Book Time	Book



6. REVIEWING SCHOOL EVENTS THAT ARE PERTINENT TO YOUR FAMILY

The Parent Portal calendar contains information about School Events of relevance for your family. By default you will have been granted access to the following calendars:

- *Whole School Events* – these are events that are not specific to a certain year group, and so may or may not involve your children e.g. Whole School Open Morning
- *Year x Events* – you will have one of these calendars for each of your children’s year groups. Each contains events specific only for that year group, although they may not specifically involve your child e.g. U11/10 Boys’ Football match will appear for all Year 5 & 6 children even those not playing in the match. Please refer to the weekly published Team Sheets (uploaded each week to your Documents area of the Portal) to understand whether your child has been selected for the Team.
- *All School Events* – these are events taking place at Pennthorpe, across all years and include staff/governor events. This is available to you, as we recognise it could be valuable to know what is going on, however for the purposes of filtering to the key information we recommend that you unselect this calendar by default so that the school events that are not relevant for your family do not distract from those that are. You can always turn this back on again should you wish.

Check the tick boxes to select the calendars you wish to see by default:

You can export each calendar from the Parent Portal to your personal electronic calendar, by generating an iCal file and referencing this from your personal calendar.

You can change the view of your calendar by choosing from the various tabs at the top of the calendar. Please note, that changes made to the view from your My Calendar page will become the new default that is displayed on your home page.

You can also review and subscribe to the whole school calendar from our website (<https://www.pennthorpe.com/calendar/month/>).



7. BOOKING WRAPAROUND CARE AND EXTRACURRICULAR CLUBS

In the weeks preceding each new Term, the Parent Portal will open a booking window for parents to book the Wraparound Care and Extracurricular Clubs (Flexiday) they wish for the following Term. When the booking window is open, you will receive a notification to alert you to book your child's Flexiday schedule. Choose to 'Book Activities' via the home screen of the 'Activities' side menu:

The screenshot shows the Parent Portal interface. On the left, under 'My Children', there is a profile card for a child with a dropdown menu. The dropdown menu has two options: 'Book Parents Evening' and 'Book Activities', with 'Book Activities' highlighted by a red box. Below this is a 'View Details' button. On the right, the 'My Calendar' section shows a weekly view with a highlighted date. Below the calendar, there is a 'My Notices' section with an 'Inbox' icon and a 'See All' link.

For each child, you will be taken to the available Activity Schedules. There will usually be 3 types available:

- The upcoming Week's Wraparound Care – this is where you should book ad hoc care for this particular week only. Alternatively, you can email extendedday@pennthorpe.com
- The upcoming Term's Wraparound Care – this is where you should book Wraparound Care for the whole of the upcoming Term
- The upcoming Term's Extracurricular Clubs – this is where you should book Extracurricular Clubs for the whole of the upcoming Term.

The screenshot shows the Activity Schedules section. It contains three items, each with a dropdown arrow on the right:

- [Spring Term Wraparound Care](#)
Start Date: 05 January 2023
End Date: 31 March 2023
- [Spring Term Extracurricular Clubs](#)
Start Date: 09 January 2023
End Date: 31 March 2023
- [w/b 30/01/2023](#) **Booking Open**
Start Date: 30 January 2023
End Date: 03 February 2023



Each of the Activity Schedules will only show you options that are available for your child. To book an Activity, you must drag it from the 'Available Activities' on the left-hand side to the 'Allocated Activities' on the right-hand side.

Friday 15:00 - 16:00

Available Activities			Allocated Activities						
Athletics	👤	🕒	➔	1	Girls Netball	👤	🕒	🗑️	↕️
Badminton	👤	🕒		2	Tennis (Indoor) - Allocated	👤	🕒	🗑️	↕️
Football	🕒	🕒		3	Available Slot				↕️
School Hockey Team Girls	👤	🕒							

When booking Wraparound Care you will have 2 time slots available each day:

1. Breakfast – available from 7:30am until your child’s registration time
2. After School – available from your child’s end of day until 7:00pm:
 - This will include an option of 'Prep' for children in Years 5 and above on Mondays, Wednesdays and Fridays. You should book this hour for your child if you wish them to do supervised Prep for the hour following the official end of their school day
 - This will include one or more options for 'Care,' which you should choose based on the end time (i.e. the time you plan to collect your child). End times are always on the hour, and so you will be charged for a whole hour even if you collect your child earlier. For example, if your child’s end of day is 3:30pm and you wish to collect them at 4:45pm you should book 'Care until 5'.
 - Children attending 'Care until 5' will be served fruit and a biscuit.
 - Children attending 'Care until 6' or 'Care until 7' will be served Tea at 5:00pm.

When booking Extracurricular Clubs you will have 1 time slot available each day, for the period following your child’s end of day, which will contain all the available Clubs for their age group. Each Term, you will be provided with a timetable detailing the Extracurricular Clubs available, which will help you and your child decide between the options.

	Monday	Tuesday	Wednesday	Thursday	Friday
Activity	Time	Time	Time	Time	Time
Location	Location	Location	Location	Location	Location
Year 3	Orchestra	Junior Bake Off	Young Adventurers	Warhammer Club	Lunchtime Rock Band
	Gymnastics	Junior Art Club	Senior Street	Fencing	Musical Theatre
	Latin	Tennis	Funky Sports Club		Multi Sports
	Senior Yoga				Judo
	Chess				Girl's Football
Year 4	Morning Mixed Lacrosse	Morning Mixed Netball	Morning Mixed Basketball	Warhammer Club	Lunchtime Rock Band
	Orchestra	Junior Art Club	Senior Street	Fencing	Musical Theatre
	Gymnastics	Tennis	Funky Sports Club		Multi Sports
	Latin	Senior Bake Off	Senior Adventurers		Judo
	Senior Yoga				Girl's Football

If you wish to find out more information about a particular activity, please click the icons next to each Activity button. Please note, all Extracurricular Clubs have a maximum capacity, and you will not be able to book an activity that has reached its capacity. Please email extendedday@pennthorpe.com if you wish to be added to the waiting list.



1 Judo Years 3 & 4 - Enrolled		Judo Years 3 & 4				
Term	2022/2023 Spring Term Extracurricular Clubs					
Activity Category	Flexiday PM					
Description	Judo is an Olympic sport which develops individuals physical, mental and moral skills. The sessions are built to develop each individual's ability and capability so their qualities shine through. Judo kits are available for new starters with buying options available.					
Requested Collection Point						
Activity Place And Time 1	Day:	Friday	Start Time:	16:10	End Time:	17:00
	Site:	Pennthorpe School	Block:	Lower School	Room:	Lower-school Hall
	Staff:	Mrs L Rivers				
Cost per term	99.00					
Maximum Capacity	12					
Minimum Uptake	4					
Year Groups	Year Groups:	Year 3, Year 4		Filter:		

If you wish to see a summary of the Activities you have booked for your child, choose 'Activities Review' from the side menu:

Activities (Autumn)					
Start Date: 01 September 2022					
End Date: 31 December 2022					
Day	Time	Name	Status	Cost	
Friday	15:00 - 16:00	Girls Netball	Choice 1		
Friday	15:00 - 16:00	Tennis (Indoor)	Allocated		
Saturday	10:00 - 12:00	Squash	Enrolled		Enrolment Costs: £125.00
Saturday	10:00 - 13:00	Archery	Choice 2		Enrolment Costs: £195.00
Saturday	10:00 - 13:00	Windsurfing For Beginners	Choice 1		Enrolment Costs: £400.00
				Total Cost	£720.00

Please note, when signing up to Wraparound Care and Extracurricular Clubs you will be charged for the whole Term regardless of whether your child attends all the sessions.

If you wish for your child to do an Extracurricular Club after school, and then join an After School Care club, you must book both items into each of the 2 schedules. You will **not** be charged for the same time period twice; the cost of the Care not taken whilst your child is in the Extracurricular Club will be deducted from your invoice at the point of billing.

Similarly, if you wish your child to do Prep and then join an After School Care Club, you must book both items in the schedule. You will not be charged for the cost of Care during the period your child is in Prep, and this will be deducted from your invoice at the point of billing.

8. VIEWING YOUR CHILD'S TIMETABLE

Your child's timetable, including their booked Activities, Wraparound Care, and any Learning Support they may be attending, is available via the Parent Portal. Choose 'Timetable' in the 'My Children' section of the menu;



- My Details
- My Children
- My Details
 - Pupil Details
 - Assessment Reports
 - Medical Details**
 - Additional Information
- Daybook
- Activities
- My DMS
- My Calendar
- Websites

Timetable

Week Beginning 30/01/2023

Show Card Headings



	07:30 - 08:00	08:00 - 09:00	09:00 - 10:00	10:00 - 11:00	11:00 - 12:00	12:00 - 13:00	13:00 - 14:00	14:00 - 15:00	15:00 - 16:00	16:00 - 17:00	17:00 - 18:00	18:00 - 19:00
Monday		Lesson 3 08:20 - 08:30 Registration Mrs G Beaven	Lesson 4 08:30 - 09:30 English Mr M Proffitt	Lesson 6 09:30 - 10:30 Humanities Mrs G Beaven	10:30 - 11:00	Lesson 8 11:00 - 12:00 Physical Education Mr M Barnett	Lesson 10 12:00 - 12:30 Mathematics Mrs G Beaven	Lesson 11 13:30 - 14:00 Mental Maths Mr M Proffitt	Lesson 12 14:00 - 15:00 Huddle/FT Mrs G Beaven, Mr M Proffitt	Lesson 14 15:00 - 16:00 Science Mrs G Beaven	16:00 - 19:00	
Tuesday		Lesson 3 08:20 - 08:30 Registration Mrs G Beaven	Lesson 4 08:30 - 09:30 English Mr M Proffitt	Lesson 6 09:30 - 10:30 Computing Mrs S Kerr	10:30 - 11:00	Lesson 8 11:00 - 12:00 Mathematics Mrs G Beaven	Lesson 10 12:00 - 12:30 Music Mr M Yarrow	Lesson 11 13:30 - 14:00 Humanities Mrs G Beaven	Lesson 12 14:00 - 15:00 Games Mr M Barnett	Lesson 14 15:00 - 16:00 PSHE/RSE Mrs G Beaven	16:00 - 19:00	
Wednesday		Lesson 3 08:20 - 08:30 Registration Mrs G Beaven	Lesson 4 08:30 - 09:30 Mathematics Mrs G Beaven	Lesson 6 09:30 - 10:30 English Mr M Proffitt	10:30 - 11:00	Lesson 8 11:00 - 12:00 Art Mrs P Shucklock	Lesson 10 12:00 - 12:30 English Mr M Proffitt	12:30 - 14:30		Lesson 13 14:30 - 15:30 French Mrs L Parker	Lesson 15 15:30 - 16:00 Farm Time Mrs G Beaven	16:00 - 19:00
Thursday		Lesson 3 08:20 - 08:30 Registration Mrs G Beaven	Lesson 4 08:30 - 09:30 Mathematics Mrs G Beaven	Lesson 6 09:30 - 10:30 English Mr M Proffitt	10:30 - 11:00	Lesson 8 11:00 - 12:00 Physical Education Mr M Barnett	Lesson 10 12:00 - 12:30 Mathematics Mrs G Beaven	Lesson 11 13:30 - 14:00 Mental Maths Mr M Proffitt		16:00 - 19:00		

You can download the timetable to print, using the pdf icon to the top right.




9. UPDATING YOUR CONTACT DETAILS (INCLUDING EMERGENCY CONTACTS)

It is crucial that the school can contact you in case of emergency, and therefore it is essential that we have your accurate contact details. When your family joins Pennthorpe, you will be asked to provide these details, and the information will be stored in accordance with the GDPR guidelines of 2018. At the start of each academic year, you will be asked to verify that these details remain correct (see section 11), however it is **your responsibility to inform us if they change at any time during the year.**

To review the details that are held in our database, navigate to My Details from the side menu:

The screenshot shows the 'My Details' page. The left sidebar menu has 'My Details' highlighted with a red box. The main content area shows 'My Details' with fields for Address, Preferred Language, and Language 2. To the right, there are sections for 'Email Addresses' and 'Telephone Numbers'. The 'Email Addresses' section has 'Father's Email' (mum@gmail.com) and 'Mother's Email' (dad@gmail.com), both with edit icons. The 'Telephone Numbers' section lists Emergency Contact 1 (07070 171171 (uncle)), Emergency Contact 2 (07070 272272 (granny)), Father's Mobile (07070 373373), Home (07070 373372), Mother's Mobile (01403 222333), and Mother's Work (07070 474474), each with an edit icon. A red box highlights the 'Request a Change' link at the bottom of the page.

Pennthorpe must, as a minimum, have your postal address, for the adults with parental responsibility an email address and phone number, and **two additional emergency contact numbers.** You can edit any fields marked with a pencil  directly, however if you need to update your address, or provide more detailed information, you should choose to 'Request a Change,' which will send the information to our Front Office team, who will update your records on your behalf.



10. REVIEWING YOUR FINANCIAL ACCOUNT, INCLUDING YOUR INVOICES

In the weeks preceding each Term you will receive an email informing you that your termly invoice is due. Your invoice will be attached to the email, but it is also available in the My Account area of the Parent Portal, in addition to your past invoices and receipts.

Your outstanding balance is available at the top of the page, and your invoices can be downloaded and printed by clicking each invoice title.

For any queries about your invoice please contact bursar@pennthorpe.com.

The screenshot displays the 'My Account' section of the Parent Portal. On the left is a navigation menu with options: Home, My Account, My Details, My Children, Daybook, Activities, My DMS, My Calendar, and Websites. The main content area shows the 'Account Balance' as 0.00. Below this are sections for 'My Outstanding Invoices / Credits' and 'My Archived Invoices / Credits'. A date filter is set from 12/09/2018 to 21/12/2022. A table lists 'Archived Invoices / Credits' with columns for Invoice / Credit Date and Payment Received Date. One invoice, 'Invoice 29059', is highlighted. A mouse cursor points to it, opening a preview of the invoice.

Engage School
Double First House, Oxford Road, Yeovil, Somerset BA21 5HR
Telephone (01935 403000) Email: Support@doublefirst.com

Mr Mohsen Abidi
Bayan
Block 3
Street 2
Villa 7
Kuwait

Invoice Number 5689
Code : ABID01
Date : 29 August 2022
Term :

PLEASE NOTE:

- This account is due for payment on or before the first day of the term to which it relates.
- Late payment of accounts will incur an interest surcharge - unless prior arrangements have been made with the Bursar.
- Direct payment to the school's bank is favoured.
Sort Code: 12-34-46
Acc No: 12345678
Acc Name: Double First Ltd
- Please use your code as the payment reference.
- Cheques payable to Double First Ltd should be sent with the remittance slip below.
- A child may only be withdrawn from the school if the Headmistress is given one term's notice in writing or if one term's fees are paid in lieu of notice.

Abidi, Amira - Year 10

Extras	
Activities (Spring) - Windsurfing For Beginners	£400.00
Activities (Summer) - Windsurfing For Beginners	£400.00
Activities (Autumn) - Squash	£125.00
Balance brought forward	£37,933.25



11. UNDERSTANDING ENTRIES IN MY CHILD'S DAYBOOK

Your child's Daybook contains information added by staff members about your child during their time at Pennthorpe, for example First Aid incidents. Daybook entries are categorised by 'Daybook Type,' which you can use to help filter the entries available, as well as restrict the results shown by a date range or day of the week.

Select the child from the left-hand side to view the detail of the entry on the right. Please note, if your child has a First Aid incident you will also receive contact from Matron to inform you as to what has happened, however your child's Daybook serves as a record of all such items.

The screenshot displays the 'Pupil Daybook' interface. On the left is a sidebar menu with the following items: Home, My Account, My Details, My Children, Daybook (with sub-items Pupil Daybook and Parent Daybook), Activities, My DMS, My Calendar, and Websites. The main content area is titled 'Pupil Daybook' and includes a filter section with 'Daybook Type' set to 'All Daybook Content', 'Sub Type' set to 'All items checked', a 'Switch to Last 7 Days' option, a day-of-week filter (D W M T Y), and date range filters for 'Date From: 01/09/2022' and 'Date To: 14/07/2022'. Below the filter section, there are two incident entries:

- Head Injury**
19 January 2023 **Head Injury**
Harry sustained a head bump in a tag rugby match this a
- Medical**
14 September 2022 **First Aid minor**
Harry slipped over and has a small graze on his knee - I h



12. PROVIDING ANNUAL CONFIRMATION THAT THE SCHOOL HOLDS ACCURATE INFORMATION FOR YOUR CHILD

At the start of each academic year, you will be asked to verify that all the information we hold for your child is accurate and correct. Specifically, this will include:

- Your contact details (which we need to contact you in case of emergency)
- Your child's medical details
- The consent status you have provided for your child, for the following key elements:
 - Medical – consent for your child to receive simple routine medical treatment at school
 - Trips – Annual consent covers all trips within the usual school day (consent for residential trips will be sought separately). Parents of children in Reception, Beehive or the Honey Pot will be asked for their consent for every trip available for their child, however annual consent serves children from Year 1 and above.
 - Party List – consent for your, and your child's, basic contact details to be shared with the Friends of Pennthorpe, to assist with the organisation of social events
 - Use of Image – consent category for Pennthorpe's use of your child's image
 - Tapestry – if your child is in Reception, Beehive or the Honey Pot, you will be asked to consent to the terms of using our Tapestry system, which is a collation of records of your child's learning journey at Pennthorpe
- Your child's language information.

At the start of each academic year, when you log into the Parent Portal you will be asked to check these details, via a message that opens on login:

The screenshot displays the 'Parent Portal' interface. On the left is a navigation menu with options: Home, My Account, My Details, My Children, Daybook, Activities, My DMS, My Calendar, and Websites. The main content area is titled 'My Details' and contains sections for 'My Details' (with fields for Address, Preferred Language, and Language 2) and 'Email Addresses' (with fields for Father's Email and Mother's Email). A modal window is open over the 'My Details' section, containing the following text:

Please review the following critical details, to ensure that our records are up to date:

Your Contact Details, including 2 emergency contact telephone numbers in addition to the parent/guardian contact telephone numbers. Found in 'My Details' accessible from the Menu bar.

Each Child's Language Information, found within 'Pupil Details' (accessible from the home page) under the heading 'Pupil Details'. It is a statutory requirement for the school to capture the primary language each child speaks at home. If this is not English, the record should show a green tick next to the 'English as a second language', and identify the language(s) spoke in the 'First language' field. If this is not accurate please provide accurate details when prompted to submit updates.

Each Child's Medical Information, found within 'Pupil Details' (accessible from the home page) under the heading 'Medical Details'.

At the bottom of the modal is an 'OK' button. Below the modal, there is a red banner with the text: 'Is any of this information incorrect? Request a Change'. At the bottom of the page, there are links for 'Login History' and 'Reset Password'.



Please DO NOT complete this process prematurely, by clicking either button at this point. First you must also check your child's necessary data (Parent Contact, Pupil Medical, and Parental Consent Status).

The recommended process is to close the dialogue box by clicking the 'x' in the top right-hand corner, then check the required information is correct (see the following sub sections). Note down any details that need updating or adding and then you will be ready to complete the annual confirmation process.

To complete the annual data confirmation process, by either confirming that the data are correct or alerting us to any changes required, you must log out of the Parent Portal and then log in again for the dialogue box to reappear. If you have noted down any changes or additions, please enter them into the dialogue box and choose 'Send Update Request.' If you are happy that the data is correct without any amendments, choose 'I confirm that my details are correct.'

If you click 'I confirm that my details are correct' before you have checked all the necessary data, it is YOUR responsibility to ensure that you separately check those details and inform the school of any inaccuracies.

The following sub-sections detail where to find the data that you must check as part of the annual confirmation process. These details can be checked at any time, and you are at liberty to inform the school of changes at any point throughout the year. However, it is a requirement that you do it **at least** annually, at the start of the academic year.

a) Review and update your contact details

You can review and update your contact details at any time via the Parent Portal (see section 0).

b) Review and update your child's medical details

You should review the Medical Details stored for your child in the Parent Portal, by navigating through 'Medical Details' on the side menu:

Medical Details	
NHS Number	
Allergies	
Ailments	
Medication	
Doctor's Details	• Rudgwick Medical Practice, Rudgwick Medical Practice: 01403822103

Please ensure that any important medical information is noted for your child. As a minimum, we would expect all children to have their NHS Number and Doctor's Details populated. You can review and update your child's medical details at any time by emailing Matron (matron@pennthorpe.com).



c) Review and update your Parental Consent Status

You should review the Parental Consent Details stored for your child in the Parent Portal, by navigating through the 'Additional Information' menu item:

Consent - Off-site Trips	✓
Consent - Party List	✓
Consent - Routine Medical Treatment	✓
Consent - Use of iConnect	✗
Consent - Use of Images	FULL (used for ID, displays and promotions)

Your child's Additional Information may contain other data, in addition to your consent status.

If you believe that any of the information held is inaccurate, please contact a member of staff to update it (if it is medical data contact matron@pennthorpe.com, and for all other items contact enquiries@pennthorpe.com). Updates can be requested at any time. The key elements to check for the annual confirmation process are limited to the fields that start with the word Consent. Children only require iConnect (now Arc Pathway) Consent if they are in our EYFS, and children only require Off Site Trips Consent if they are in Year 1 or above.

If you require further information about what the data represents, please do not hesitate to get in touch (enquiries@pennthorpe.com).

d) Review and update your Child's Spoken Language(s)

You should review your child's Spoken Language(s) details, by navigating through the 'Pupil Details' menu item:

Boarder Status	Not a boarder
Ethnicity	
Part Time	✗
External	✗
Year Group	Year 4
Form	4B
Form Tutor	Mrs G Beaven
Form Room	Room 3, Clock Block, Pennthorpe School
House	PAL
Age	9 years 4 months
Class Type	
Nationality	British
English as Second Language	✗

It is a statutory requirement for the school to capture the primary language each child speaks at home. If this is not English, the record should show a green tick next to the 'English as a second language' and identify the language(s) spoke in the 'First language' field. If this is not accurate, please provide accurate details to the school as soon as possible (enquiries@pennthorpe.com).