



# Guide to Parent Portal

## The Purpose of Parent Portal

The Parent Portal, also known as ProPortal, enhances parent and carer's connection between students and their education. You will be able to access key information about each student's attendance and their progress reports.

## Data Protection and GDPR

We strongly encourage parents, carers and students to access this information and to regularly discuss it at home. Parents and carers play a critical role in terms of supporting the learning and progress of students – the information within the Parent Portal can help with this.

Please note that College records and student's data are owned by the student themselves, therefore we can only share information relating to the student and their academic progress whilst the student gives us permission to do so. If at any point you need to update the contact information that we hold for you, please ask your student to contact us to make the relevant changes.

## Getting Support

If you experience difficulties with logging on to or with using the Portal, you can contact us by email to [parent.portal@windsor-forest.ac.uk](mailto:parent.portal@windsor-forest.ac.uk).

Please note that the email you contact us on will need to match what we have on our system. If it does not match, we will have to get permission from the student before we can process any queries.

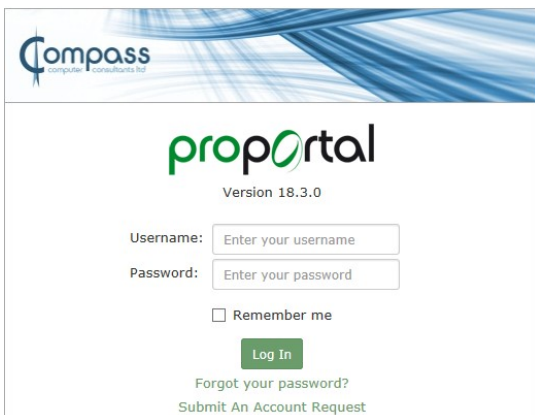
## How to start using Parent Portal

Parents and carers of new students will be sent an email from [parent.portal@windsor-forest.ac.uk](mailto:parent.portal@windsor-forest.ac.uk) which will contain your username and randomly generated password for the first time you log in. The link for the Parent Portal will also be included in this communication.

To login to Parent Portal please go to: <https://portal.windsor-forest.ac.uk/ProPortalExt/>

You can also log in directly by visiting our website [www.windsor-forest.ac.uk](http://www.windsor-forest.ac.uk) and looking for the 'Quick Link' section at the bottom of the main page, or by visiting the Parents and Carers section.

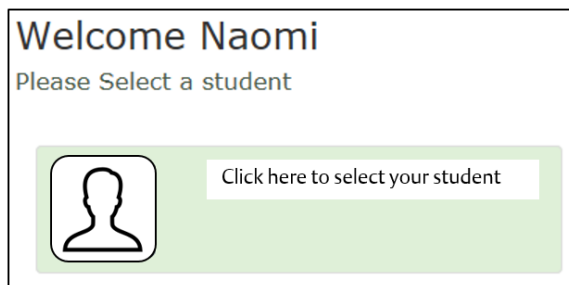
## Logging in for the first time



Once you have received your initial registration email, click on the link and you will be taken to the main login screen.

Enter your provided username and password.

Once you have logged in, you will be presented with a home page that will allow you to select your son or daughter's account. If you have more than one student with us at the Group, you will be able to select between their records.



Returning to the home screen



If you have multiple students with the College Group, you can return to this screen at any point to switch between records by clicking on the 'Home' button.

## Understanding the different sections

The front page of Parent Portal is divided into quick reference sections known as widgets. Each widget gives you a snapshot of an area of your son or daughter's educational progress or provides you with important information.

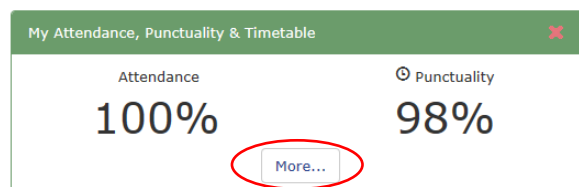
### Notice Board

The Notice Board is where we will relay any important announcements relating to either the Portal, progress reports or your son or daughter's College campus.

### My Attendance, Punctuality & Timetable

This sections presents the current **actual** attendance for your son or daughter. Authorised absences are not included in this total.

You can click on the 'More' section to view a detailed attendance breakdown for the year so far, including both authorised and unauthorised absences, by subject. You will also be able to view punctuality statistics and more recent attendance information, indicating if recent attendance is showing improvement or getting worse.



Code	Att	Att%	Auth	Auth%	Lates	Punct	Recent	Last Att
A Level English Language (1st Yr) - SD01	17 / 17	100.0	0	100.0	0	100.0	100	18/10/2018
A Level Geography (1st Yr) - SE01	17 / 17	100.0	0	100.0	0	100.0	100	18/10/2018

The circled indicator on the detailed attendance breakdown shows the number of classes attended out of the possible number of classes available.

## Using the header menus

The Parent Portal system is new to the College Group and as such, some sections of student information are in the process of being fully populated. Similarly, some sections are completed with students throughout the academic year. For example, the destination information will not be completed until each student is thinking about progression towards the end of their course.

### Upcoming Smart Targets, Assessments and Meetings

This section will detail any targets that have been set by staff. This may include targets in relation to subject areas, but may also include targets relating to an individual's personal development, such as from student's personal tutors, the careers team or other support staff.

You may also see upcoming meetings with staff such as review days, information and advice meetings or formal meetings as part of the student management processes.

Along the top of the screen you will see a number of headers. Many of these headers match those seen by students in their Individual Learning Plan. Below is a breakdown of what can be viewed in each section.

### Information - Student Details

This contains limited student personal information, such as contact information and date of birth. You will also be able to see, subjects that students are currently enrolled onto, information about their Core Studies tutorial group and personal tutor, along with subject teacher information.

### Information - Achievements on Entry

Details the grades that the student achieved at GCSE level.

The QOE Score (Qualifications on Entry Score) is the average GCSE score when considering all qualifications achieved at GCSE level.

### Student ILP (Individual Learning Plan)

The various sections under the Student ILP are populated by students over the duration of their course. Some are completed during the first six weeks, which is known as the induction period, whilst others focus on progression and next steps.

**My SMART targets** will show you all targets that have been set, not just those that are due. **Enrichment** will outline any additional activities that have been participated in, outside of the normal timetable. Any course related work experience will be visible in the **Work Placement Training** section.

### Student Meetings and Comments

Any meetings that have been booked or any comments that have been shared by staff with parents and carers will be shown in this section.

Reports will be published throughout the year and will be available to download by parents and carers in the **Reports section**.

## Understanding reports

To view reports, click on the 'Published Reports to P/G' link on the drop down menu. You will be able to view all available reports, download and print them as necessary.

Reports are divided into sections based on each curriculum area / subject teacher. For each you will see the following:

## ILP (Individual Learning Plan) Targets

- Your son or daughter's ILP will be updated by each teacher every half term with at least one substantive target. Targets will be SMART (specific, measurable, achievable, realistic and timed) and give your son/daughter specific guidance on what they need to focus on in their learning and work in order to make the required improvement.
- Any issues concerning attendance or meeting deadlines will also be recorded. The targets set will be focused on "how to improve" and how to achieve maximum potential.
- Students will be expected to comment, each half term, on the specific actions that they will undertake in order to achieve the targets set by their teachers.

## Minimum Target Grade (MTG)

- Each course on your son or daughter's ILP has a Minimum Target Grade (MTG). This grade is calculated using your son or daughter's GCSE scores on the basis of national comparisons in each subject. In the first year of study this grade will reflect your son or daughter's expected final grade at the end of the first year; the MTG will be recalculated in the second year of study to reflect progression.
- All minimum target grades will be automatically generated onto your son or daughter's ILP for each of their subjects. The teacher will discuss the MTG with your son or daughter to ensure they understand what it means.

## Current Working Grade (CWG)

- This is the current level at which your son or daughter is working given the work submitted to date. It is not the grade for their most recent piece of work or a predicted grade.

## Attitude to Learning Grades

- These are numerical and graded 1 to 5 with 1 being excellent and 5 inadequate. Students who are attending and completing homework but who are not engaging with independent work beyond the classroom may only be awarded a 3 for effort as their engagement with the learning still 'requires improvement'.
- It is our expectation that all students will undertake independent study and engage fully with their studies both within and outside of the classroom.

## Attendance

- Each report will show the actual attendance for this class in a % format.

## Contacting Staff

If you have any concerns about information contained within your son or daughter's report, please contact their subject teacher directly. Subject teacher names are listed within each report.

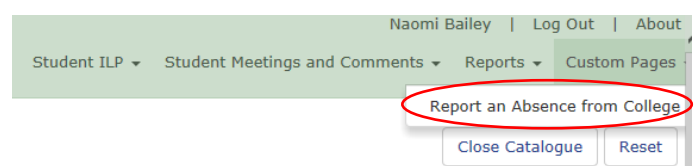
Contact via email - [firstname.surname@windsor-forest.ac.uk](mailto:firstname.surname@windsor-forest.ac.uk)

Contact via telephone:

Langley and Windsor College	01753 793000
Strode's College	01784 437506

## Reporting Absences

Parents and carers are also able to report absences via Parent Portal by selecting the **Custom Pages** menu and then selecting **Report an Absence from College**. This will take you to a web form that can be populated with details of the absence to be reported.

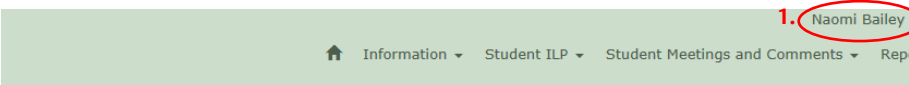


For problems with absence reporting, please contact the campus specific Attendance Officer by email to:

Langley College	<a href="mailto:attendance.langley@windsor-forest.ac.uk">attendance.langley@windsor-forest.ac.uk</a>
Strode's College	<a href="mailto:attendance.strodes@windsor-forest.ac.uk">attendance.strodes@windsor-forest.ac.uk</a>
Windsor College	<a href="mailto:attendance.windsor@windsor-forest.ac.uk">attendance.windsor@windsor-forest.ac.uk</a>

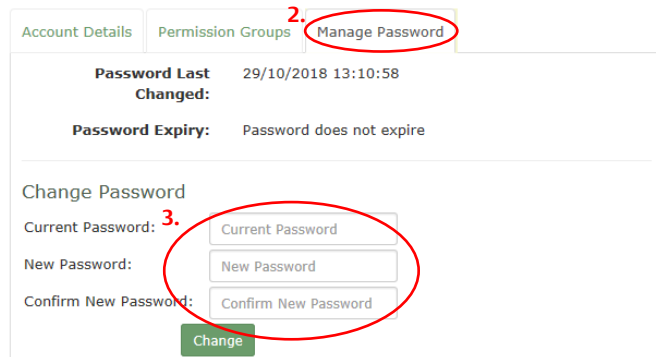
## Changing your password

Following your initial login, you will have the option of changing your password to something more memorable.



1. Click on your username in the top right hand corner of the screen.
2. Click on the Manage Password tab.
3. Enter your new password information and click on the 'Change' button.

### Account Details



## Resetting your password

If at any point you forget your password, you are able to reset this yourself from the main login screen.

1. Go to:  
<https://portal.windsor-forest.ac.uk/ProPortalExt>  
Click on the 'Forgot your password?' link
2. Enter your username and click on the 'Reset' button. You will receive an email that contain a link to enter new password information.

