# SCHOOL SYNERGY Parents & Carers

School Synergy is a solution to help manage communication between home and school. With School Synergy, school news and information specific to your child is shared in real time.

#### School to Parent Communication

School may send an email and/or text about a variety of topics such as:

- Behaviour concerns and achievements
- Attendance queries
- School news and events or important announcements
- Individual teacher communication
- Reports, Progress and Assessment Information

These messages will often include a secure link where you can view a detailed message. Your school will share the email address and mobile number(s) being used. A copy of all text messages and emails also appear in the Communication section on the Parent Portal to ensure that you never miss a message.

#### Parent to School Communication

Sometimes it's difficult to know who to contact within school about a specific request.

With School Synergy you can complete a contact form from the school website or directly within the Parent Portal. This message is received and routed appropriately to the correct person within school and ensures that a response is given.

#### Parent Portal

The Parent Portal is a single place where you can view school information for one or more children. With a Parent Portal Code provided by school, you can register and view attendance, behaviour and achievements, parent letters, school calendar, parent communication, homework and more.

Your school will provide details on the features currently available.

Android and Apple iOS apps will be available over the next year.



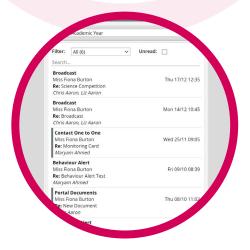
Take a 2 minute tour of the Parent Portal https://vimeo.com/506028955/89e980e50f or scan this QR code with your phone



#### A text is received from school

Schoo	ol Communication
ubject: Attenda	nce Alert
student: Stephen D	avis
Miss Young] 06/09/	2021 09:21
Dear Mr Davis,	
Stephen Davis has re provide the reason(s	gistered absent from school, please ) below.
	tions, please contact us on 01772 port@schoolsynergy.co.uk.
Friday 13/07/2021 -	РМ
Stephen became unv all morning.	vell in the night, and has been sick
Your information b	as been submitted.

#### Click through to the message



Messages on the Parent Portal

## SCHCOL SYNERGY

### **The Parent Portal**

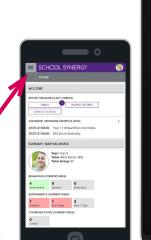
The Parent Portal is your quick one-stop access to school information.

Your one-page dashboard displays your messages, upcoming events and parent letters. Below this is a summary of recent behaviour, punctuality and assignments/ homework for each of your children.

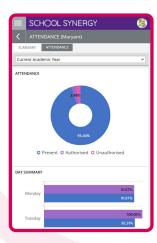
> Use the Main Menu to access more detailed information and reports.



Take a 2 minute tour of the Parent Portal https://vimeo.com/506028955/89e980e50f or scan this QR code with your phone









**Timetable** View your child's school timetable

School Calendar Keep up to date with school events

Parent Letters View electronic versions of school letters

#### **Communication** A record of all communication with school – all texts and emails, including replies

Attendance See your child's recent and historical attendance

Behaviour & Achievements View information on achievements and success along with areas for improvement

#### Class Work

View materials and resources shared with students in lessons

Homework & Assignments Clearly see what is due and when. View details, instructions and files. Check grades of homework submitted

#### Parents' Evening

Book appointments for parents' evenings and other school events

#### Documents

View and download documents such as progress reports or results

#### Assessment

Achievements recorded in school are shared so you know how your child is progressing



SCHOOL SYNERGY Main Menu (Click to open)

3

RY: CHRIS AARON

Year: Year 10 Tutor: Mr Brown Tutor Group: 10/

4

CALENDAR: LIPCOMING EVENTS (3 DAYS

Wed Thu

λ / λ L λ

25/01/21 00:00: Options Week 29/01/21 08:00: Year 11 Virtual Mock 29/01/21 08:00: KS3 Zoom Assembly

ATTENDANCE (CURRENT WEEK

 Tue
 Wed
 Thu

 \
 /
 /
 /
 /
 /



## SCHCOL SYNERGY

### **Parents & Carers**

### Parent Portal - How to Register

Student Codes are unique to you and your child and cannot be shared. Each parent or carer must have their own registration letter given by school. Contact school if you have not been issued with a code or would like a family member to have access.

#### **Register a New Parent Account**

**1** School will have sent you a letter with a unique student registration code for each child.

**2** Follow the School Synergy link from the school website or copy from the school letter.

- 3 Click 'Register Parent Account'.
- **4** Fill in your details and student code. Click 'Register'.

**5** Click the activation and verification link sent to your email. Check your spam folder if not received within a few minutes.

#### Example registration code from school

Parent/Carer:	Mrs M Amoso	
Student:	Rosanna Amoso	
Form:	10F	
Student Code:	5377D-50-B8CB9-22	



	SCHOOL SYNERGY	
	Selected: Alicia Varney (Switch Student)	
	Home	
++	Assignments	~
翻	Attendance	
۲	Behaviour	
31	Calendar	
Ø	Documents	
$\mathbf{Q}$	Inbox	
	Manage Students	
$\boxtimes$	Parent Letters	
=	SCHOOL SYNEBGY	

	SC	HOOL SYNERGY	
<	STU	DENTS	
		Alicia Varney (Selected) Year: Year 9 Tutor Group: 9C	UNLINK
	2	Reggie Varney Year: 10 Tutor Group: 10E	UNLINK
$\langle$	Q+	Link another Student	

#### Adding More Children to your Account

If you have more than one child at school, they can be added to your Parent Portal. You do not need to register again.

**1** Log into the Portal, open the side menu and click 'Manage Students'.

2 Click 'Link another Student'.

**3** Use the student code from your school registration letter and their date of birth.

**4** The photo at the top of the Portal indicates the currently selected child.

Click the photo to select a different child and view their information.

and the second se
Link Student ×
Enter the unique "Student Code" provided by school and your child's date of birth.
Example code: B181A-325-213NA-235
Student Code
Date of Birth
Day 💙 Month 🗸 Year 🗸
LINK STUDENT CANCEL
() L Link another Student

	SCHOOL SYNERGY	
<	STUDENTS	
	Alicia Varney Year: Year 9 Tutor Group: 9C	UNLINK
	Reggie Varney (Selected) Year: Year 10 Tutor Group: 10E	UNLINK