

Insight: Parent/Carer Guide

March 2021

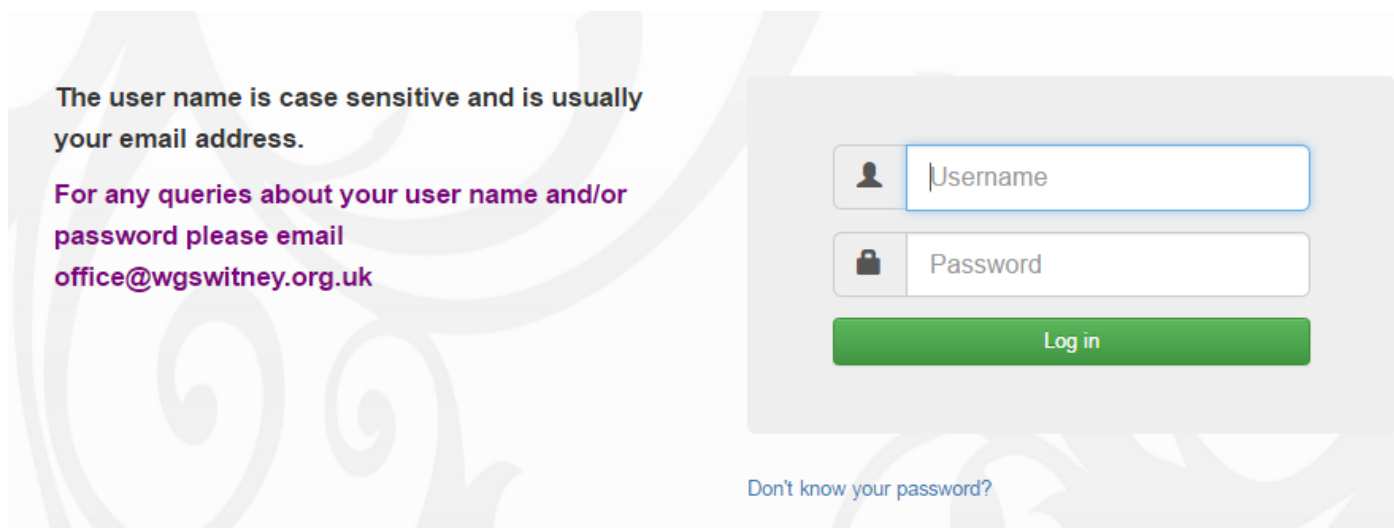


An overview of the main functions in Insight

Logging In

Visit the Wood Green School website at www.wgswitney.org.uk/portals

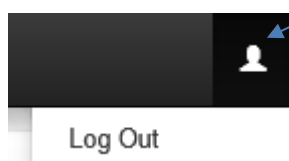
Then click on the link for 'Parent Insight', you will be directed to the login page shown here:



Use the username and password sent to you. Your user name will be your contact email address. You will be able to change to your own personal password.

Please use the '[Don't know your password?](#)' option to reset your account if you forget your password.

Log out by clicking on the icon at the top right of the screen



Please email the school office on office@wgswitney.org.uk if you are experiencing any problems logging on. We aim to respond within 24 hours.

The Snapshot Page

Student name ▾ General ▾ Attendance ▾ Exams, Reports & Key Stage Results ▾ User name ▾

Unread notices 1

Today

08:30-09:45	8LBB Mrs L. BAIRD	in B11	✓
09:45-09:45	Physical E Mr S. ROBERTS		✗
09:45-10:45	Religious Dr J. WILLIS	in N13	✓
11:05-12:05	English Mrs J. MYTTON	in B14	✗
12:05-13:05	Drama Miss J. DAVIDSON	in P6	✓
13:50-14:50	Science Mr C. CURTIS	in S2	
13:50-14:50	8LBB Mrs L. BAIRD	in B11	

Attendance this term

% Attendance

Week beginning

Week beginning	% Attendance
Apr 11	100
Apr 18	100
Apr 25	100
May 02	100
May 09	100
May 16	100
May 23	100
May 30	100
Jun 06	100

Cumulative attendance

% Attendance

Week beginning

Week beginning	% Attendance
Aug 31	100
Nov 09	100
Jan 18	98
Mar 28	99
Jun 06	99

Insight will open up to the Snapshot page. This is a general overview of today's lessons, attendance and notices.

Navigate around Insight using the menu options at the top of the page in the black bar.

Changing between students

If you have more than one child at Wood Green School you can change between each child's Insight view.

In the top left of the screen, next to your child's name is a small arrow, click on this drop down and each child's name will appear. Just click on a name to view that child's Insight details, homework, attendance etc.


Sean Abbey ▾ General ▾

- Sean Abbey
- Andrew Abbot
- Ben Abbot
- Susan Abbot

General: Personal Details

The Personal Details page gives an overview of the pupil's year group, tutor group etc.

Please note only your contact details are shown.

You can make changes to the information held against any fields where this edit icon  appears. Click on the icon against the field you wish to update, complete the details, press ok and a notification is sent to the administrator to accept the changes and update your record. Where there is no icon against a field, you can click on the link at the bottom of the screen to email any changes e.g. to add a contact

Inform us by email

If you would like to inform us of any other changes,

Click [here](#) to inform us of details concerning the fi

It is important that the school has an up-to-date email contact address for parents and carers as email is used extensively to send home updates and important correspondence.

General: Timetable

This gives the timetable for each week's lessons and opens up on the current week; use the arrows to scroll back and forth to see other weeks. You can also print this page by right-clicking and choosing print.

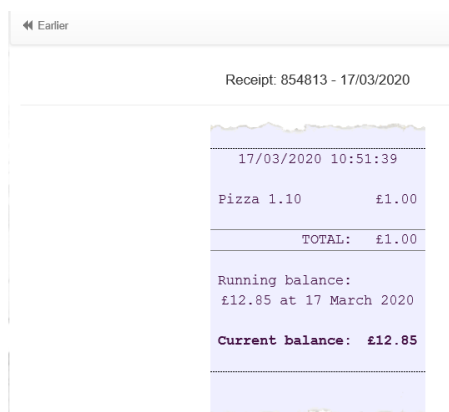
General: Homework

Example Homework view below:

Precis	Issued	Due	Subject	Class	Issuer	Attachments
Revision for Year 10 test	14/06/2016	04/07/2016	Mathematics	10d/Ma1	Mr D ASKEW	
Please revise over the next month using your target list to identify topics in preparation for the Year 10 exam						
Poetry context projects	17/06/2016	04/07/2016	English	10d/En1	Mrs L BAIRD	
Future plans paragraph.	23/06/2016	27/06/2016	German	10B/De1a	Mrs D RAYNER-SNOOKS	
Question 2 Paper 2	13/06/2016	20/06/2016	English	10d/En1	Mrs L BAIRD	
Answer exam style question using preparation from class						
Learning (paragraphs).	26/05/2016	02/06/2016	German	10B/De1a	Mrs D RAYNER-SNOOKS	
Complete school subjects paragraph.	19/05/2016	23/05/2016	German	10B/De1a	Mrs D RAYNER-SNOOKS	

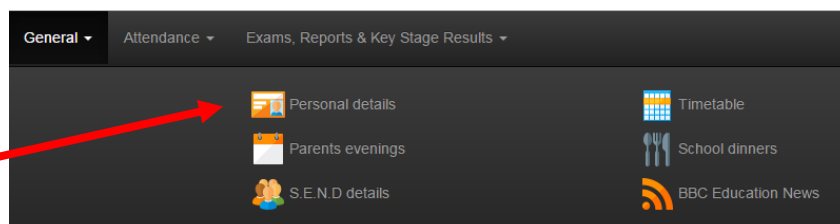
General: School Dinners

This gives details of food purchased through the cashless catering system and will show the latest purchase and current balance, use the arrow to scroll back through previous receipts. NB: balances cannot be topped up here; you need to do this through your separate Parent Pay account.



General: Parents' Evening

You can book appointments with Teachers online via this option. When advised that a parents' evening bookings are open please



login to Insight, choose the 'Parents' Evening' option and make appointments. Your child's subject teachers will be showing with available times.

Appointments are 5 minutes long (10 minutes for Sixth Form). In the example below teachers are either in the **Hall or the Restaurant**, please use this information to make moving between appointments as easy as possible. **Please leave 5 minutes between each appointment. For 2020/21** parent evenings will be virtual and conducted over video link, details will be sent of how to join after bookings close.

You can use the 'Agenda' button to ask the teacher a question in advance, for example "How can I help with spelling at home?" This query can then be discussed during the appointment.

The left screenshot shows a list of appointments:

- 16:00 Dr J WILLIS (Religious) Room: Restaurant *remove* agenda
- 16:05 Miss C NICOLL (English) Room: Hall *remove* agenda
- 16:10 Miss D MILNER (History) Room: Restaurant *remove* agenda
- 16:15

The right screenshot shows a detailed view of the booking grid for Dr J WILLIS, Miss C NICOLL, Miss D MILNER, and Miss G FRANCIS. Each row has a green checkmark in the top right corner.

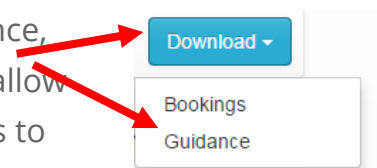
If you wish to change a booking, first you need to remove the original booking using the 'remove' link. You can then book a different time from available appointments.

On some occasions, where students are taught the same subject by two teachers, only one teacher will be available to book. Either both teachers will be sitting at one desk, or joining virtual meeting together, at parents' evening or one teacher will be present and will cover comments from both.

The Special Educational Needs Co-ordinator will be available at most parents' evenings for appointments if you wish to book a 5 minute slot. **The SENCo name will usually be at the bottom of the booking list.** Your child's SEN lead is the first point of contact for SEN review meetings, however, the SENCo is available on parents' evenings to discuss general queries with any parent/carer whose child is on the SEN register.

If a teacher's appointments are fully booked and you have questions you wish to discuss, please email office@wgswitney.org.uk so that alternative arrangements can be made.

To print your schedule of appointments or view up to date guidance, click on the **Download** button at the top right of the screen (please allow pop-ups from this website). The report may take a couple of minutes to download.

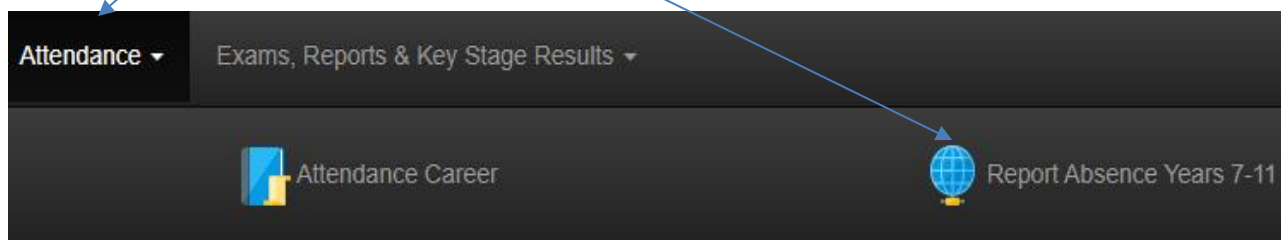


Attendance Summary and Career

Attendance per week is shown for morning and afternoon sessions each day; the code summary gives a description of each mark.

Parents should report their child's absence from school via Insight.

Click on Attendance and Report Absence where you can complete the form with details of your child's absence, submit and the Attendance Officer will receive notification.

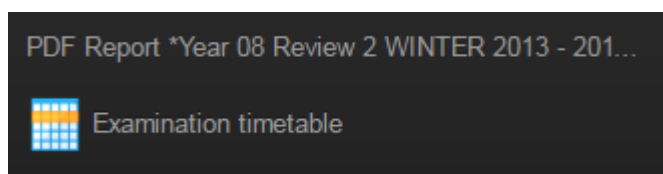
A green header banner with the Wood Green School logo on the left and the text 'Reporting a Student's Absence - Year 7-11' on the right. Below the banner, a white form area contains the text 'Please complete this form if you wish to notify school of an absence for a student in Year 7-11.' followed by a red asterisk and the word 'Required'. There are two numbered fields: '1. STUDENT'S FORENAME *' and '2. STUDENT'S SURNAME *', each with a text input box containing the placeholder 'Enter your answer'.

Exams, Reports and Key Stage Results

Use this option to see your child's latest reviews, attendance certificates and other important information. The latest piece of information will appear at the top of the list. You will be sent an email notification to let you know when a review has been released for your child.



Exams, Reports and Key Stage Results: Examination Timetable



For students in Years 10, 11, 12 and 13. Click on this option to see the exam timetable for GCSE, A Level and main Mock exams.

Date	Start	Room	Seat	Component	Duration
17 May 2016	1:00PM	Sports Hall	F7	Biology A: Mdls B1, B2, B3 Wrtn Hgh Biology A: Biol A Mdls B1, B2, B3 Hgh	1h 00m
			I9	Religious Studies B Unit 2	1h 30m
			E8	Chemistry A: Mdls C1, C2, C3 Wrtn Hgh Chemistry A: Chem A Mdl C1, C2, C3 Hgh	1h 00m
			E7	Physics A: Mdls P1, P2, P3 Wrtn Hgh Physics: Phys A Mdls P1, P2, P3 Hgh	1h 00m
			F3	Religious Studies B Unit 4	1h 30m
			E11	Mathematics Yr 10 Mock High NON CALC Mathematics Mock Yr 10 Hgh	1h 30m
29 June 2016	9:15AM	Sports Hall	E10	Mathematics Yr 10 Mock High CALC 2 Mathematics Mock Yr 10 Hgh	1h 30m
29 June 2016	12:50PM	Sports Hall	H13	English Yr 10 Mock	1h 00m
30 June 2016	11:05AM	Sports Hall	E11	Mathematics Yr 10 Mock High CALC Mathematics Mock Yr 10 Hgh	1h 30m

Examination timetable ✕

Please check carefully, please see Mrs Pitt, Exams Manager, immediately if there are any inaccuracies.

Close

You will not be able to view examination results when made available. These will appear only on Student Insight for the student to view, as they are the property of the student.