

Insight: Parent/Carer Guide

2021/22

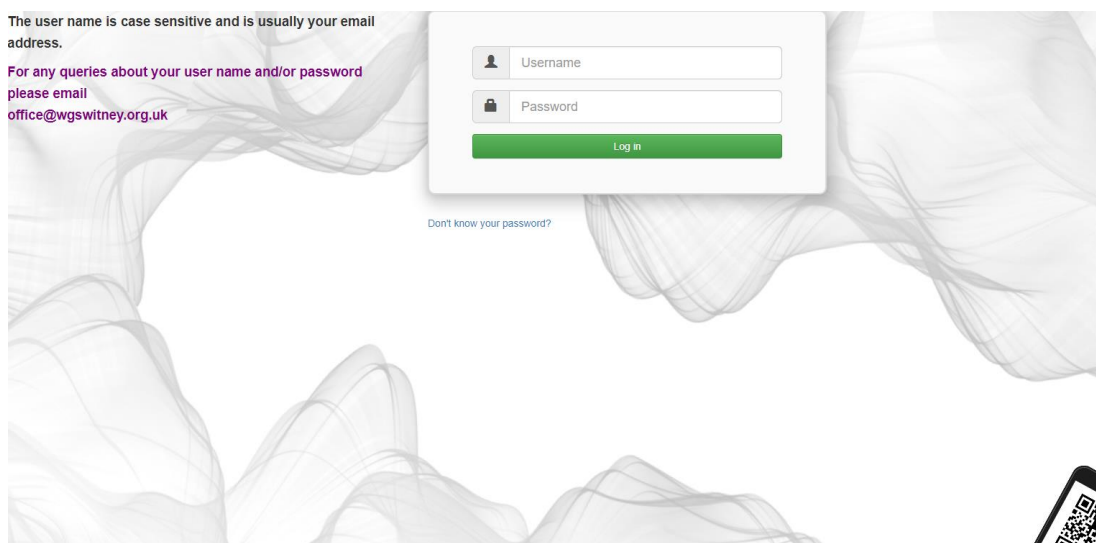


An overview of the main functions in Insight

Logging In

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

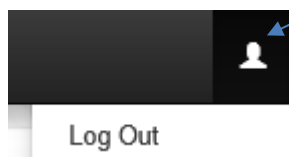
Then click on the link for 'Parent Insight', you will be directed to the login page shown here:



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



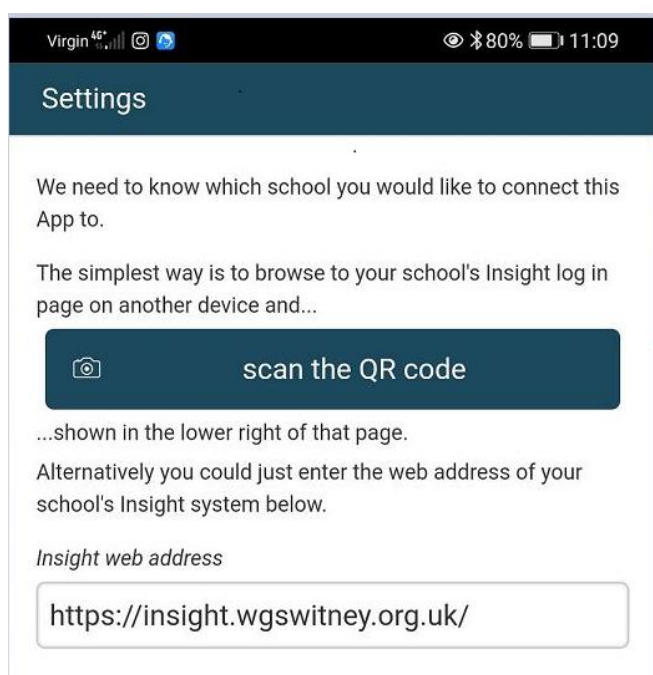
Please email the school office on office@wgswitney.org.uk if you are experiencing any problems logging on. We aim to respond within 24 hours.

Students have their own login to Student Insight where they can view timetable, homework, reports and restaurant purchases. Students have no access to your personal details, SEND details, reporting absence or booking parents' evenings so please do not use your child's login to try and view these.

Parent Insight app

If you wish to use the app to access Parent Insight, download from App Store or Google play by searching for 'Insight' app supplied by **TASC Software Solutions Ltd.**

Open the app, you can access the Wood Green School account by either scanning the QR code below or manually entering the Insight web address shown below:



Sign in with your username and password

The Snapshot Page

The screenshot shows the 'Snapshot Page' in the Insight system. At the top, a black navigation bar contains 'Student name' (with a dropdown arrow), 'General', 'Attendance', 'Exams, Reports & Key Stage Results', and 'User name'. Below this is a blue header with an envelope icon and 'Unread notices 1'. The main content is divided into three panels: 'Today' (a list of lessons with times, teachers, and room numbers), 'Attendance this term' (a line graph showing attendance percentage over time), and 'Cumulative attendance' (a line graph showing attendance percentage over time). A red arrow points from the 'Student name' dropdown to the 'Unread notices' area.

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.

The screenshot shows a dropdown menu for selecting a student. The current student is 'Sean Abbey' with a 'General' dropdown next to it. The menu lists the following names: Sean Abbey, Andrew Abbot, Ben Abbot, and Susan Abbot. A red arrow points to the dropdown arrow next to 'Sean Abbey'.

General: Personal Details

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

Please note only your contact details are shown. All parents/carers with parental responsibility and an email address will have their own log-in showing their contact details.

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/queries

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.

← Earlier

Receipt: 854813 - 17/03/2020

17/03/2020 10:51:39	
Pizza 1.10	£1.00
TOTAL: £1.00	
Running balance: £12.85 at 17 March 2020	
Current balance: £12.85	

General: Notices

This shows messages from teachers if they send students notices regarding homework, Data collection and term dates.

General: S.E.N.D details

If your child is on the SEN register details of their SEN status and Student Profiles are found here.

General: School details

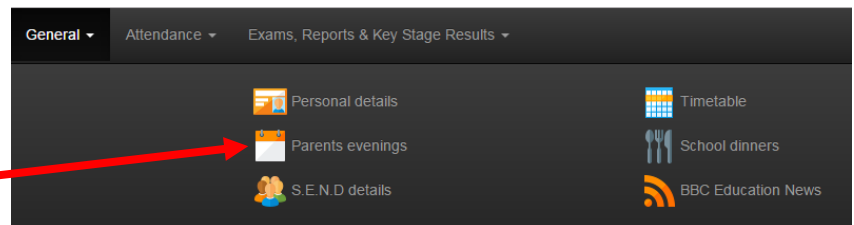
General details including school address and phone number, you can send a message via Contact us and school Tweets are shown here.

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' Evenings' 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 2021/22** parent evenings will initially 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.

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			

	Dr J WILLIS Religious; Room: Restaurant	16:05 16:10 16:15 16:20 16:25 16:30 16:35 16:40 16:45 16:50 16:55 17:00 17:05 17:10 17:15 17:20 17:25 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15 18:20 18:25 18:30 18:35 18:40 18:45 18:50 18:55	✓
	Miss C NICOLL English; Room: Hall	16:00 16:10 16:15 16:20 16:25 16:30 16:35 16:40 16:45 16:50 16:55 17:00 17:05 17:10 17:15 17:20 17:25 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15 18:20 18:25 18:30 18:35 18:40 18:45 18:50 18:55	✓
	Miss D MILNER History; Room: Restaurant	16:00 16:05 16:15 16:20 16:25 16:30 16:35 16:40 16:45 16:50 16:55 17:00 17:05 17:10 17:15 17:20 17:25 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15 18:20 18:25 18:30 18:35 18:40 18:45 18:50 18:55	✓
	Miss G FRANCIS Physical E; Room: Hall	16:00 16:05 16:10 16:15 16:20 16:25 16:30 16:35 16:40 16:45 16:50 16:55 17:00 17:05 17:10 17:15 17:20 17:25 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15 18:20 18:25 18:30 18:35 18:40 18:45 18:50 18:55	

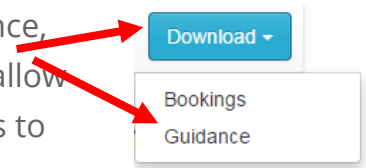
If you wish to change a booking, first you need to remove the original booking using the 'remove' link. You can then book a different time from available appointments.

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 your child is on the SEN register. **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, you can email the teacher, and email addresses can be found [here](#)

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.

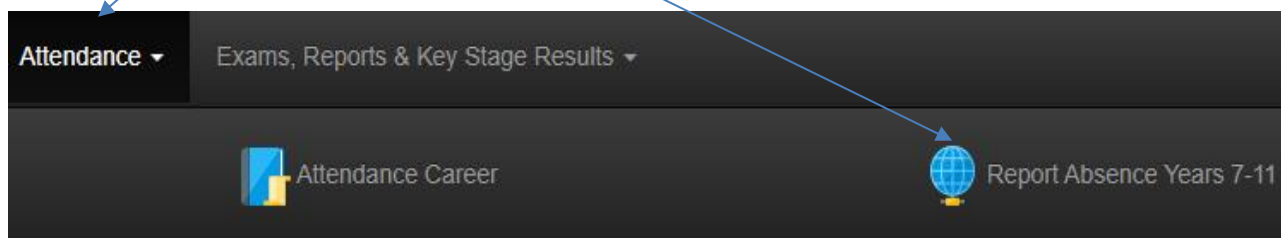


Attendance Summary and Career

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.

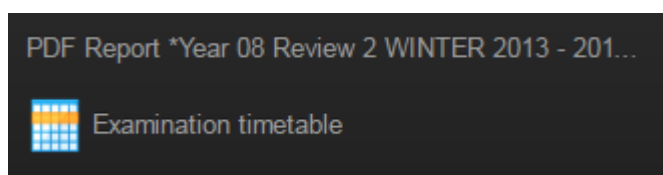
A screenshot of a web form titled 'Reporting a Student's Absence - Year 7-11'. The form has a green header with the Wood Green School logo on the left and the title on the right. Below the header, there is a line of text: 'Please complete this form if you wish to notify school of an absence for a student in Year 7-11.' The main form area is white and contains two required fields, each marked with a red asterisk. The first field is labeled '1. STUDENT'S FORENAME *' and has a text input box with the placeholder 'Enter your answer'. The second field is labeled '2. STUDENT'S SURNAME *' and also has a text input box with 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.