

Insight: Parent/Carer Guide

April 2017

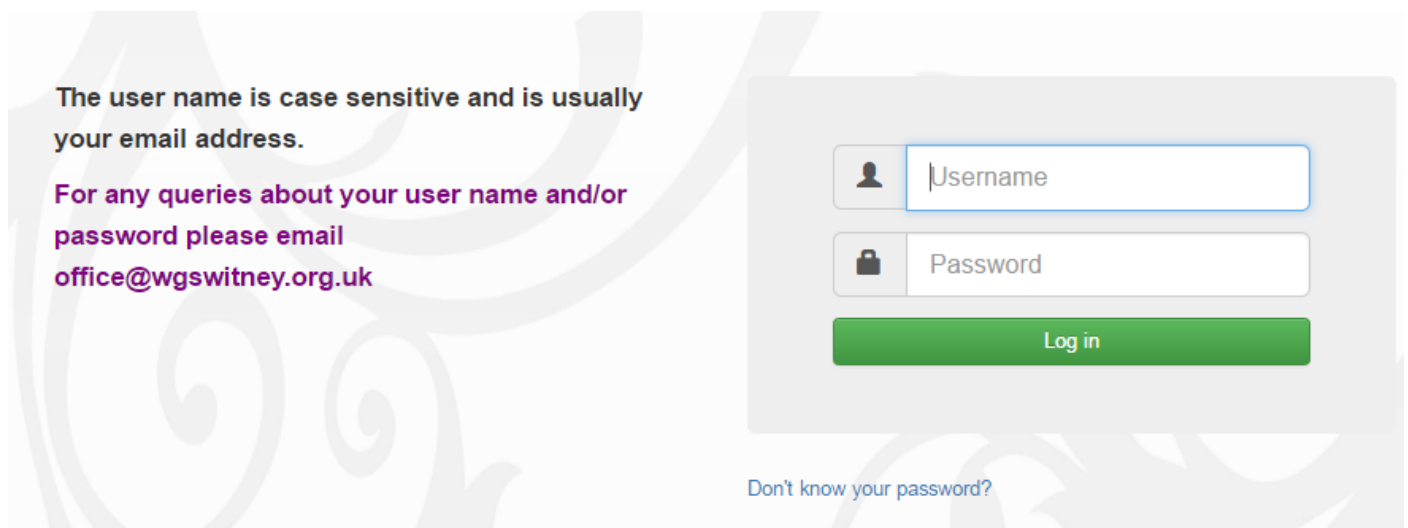


An overview of the main functions in Insight

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:



The user name is case sensitive and is usually your email address.

For any queries about your user name and/or password please email office@wgswitney.org.uk

Username

Password

Log in

[Don't know your password?](#)

Use the user name and password sent to you. Your user name will be your contact email address.

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

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

Cumulative attendance

% Attendance

Week beginning

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 your other child/children's name(s) will appear. Just click on another name to view their 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, reg group etc.

Please note only your contact details will be shown.

Please email the school office on office@wgswitney.org.uk if you need to make any changes.

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 on behaviour and performance.

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	

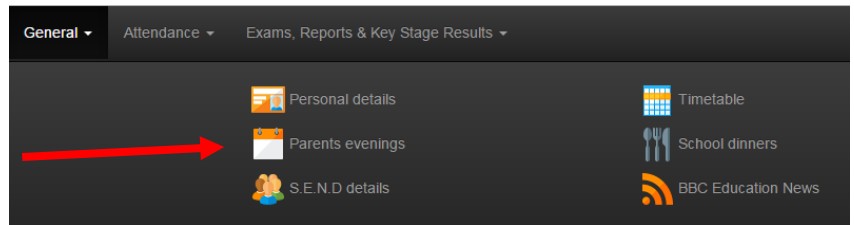
General: School Dinners

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.

24/06/2016 10:45:29	
Snack 0.60	£0.60
Snack 0.60	£0.60
TOTAL: £1.20	
Running balance:	
£24.70 at 24 June 2016	
Current balance:	£24.70

General: Parents' Evening

You can now book appointments with Teachers online via this option. When advised that a parent's evening can be booked please login to Insight, choose the 'Parents' Evening' option and make appointments.



Appointments are 5 minutes long. 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.** 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.

Two screenshots from the Insight system. The left screenshot shows a list of appointments with 'agenda' buttons and 'remove' links. The right screenshot shows a booking grid for the same appointments, with a 'remove' link for the first appointment.

Appointment Details:

- 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

Booking Grid:

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

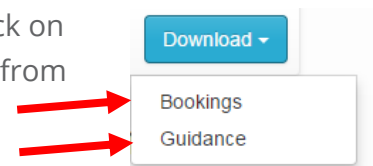
If you wish to change a booking, first you need to remove the original booking, using the 'remove' link. You can then make another booking in this time slot.

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 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 parent's evenings to discuss general queries with any parent/carer.

On the rare occasion that a teacher's appointments are fully booked and you have questions you wish to discuss, please email office@wgsnitney.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.

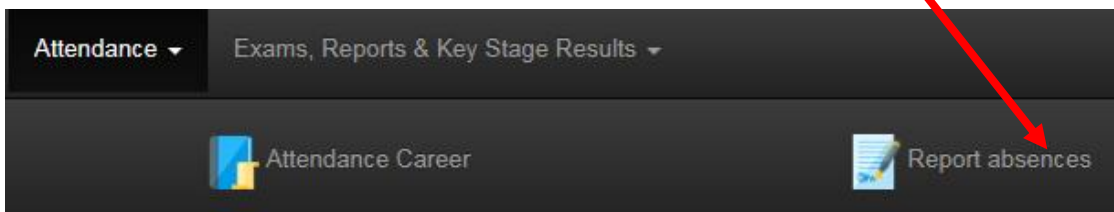


Attendance Summary and Career

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

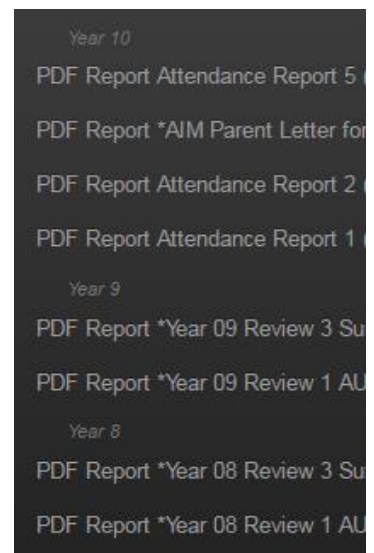
Parents are able to report their child's absence from school via Insight – this generates an email which goes directly to the attendance email address.

If an absence is reported via Insight the student's tutor will also receive a copy of the email for their information.

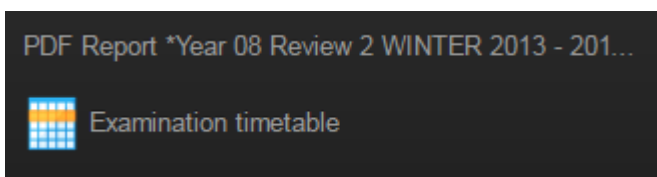


Exams, Reports and Key Stage Results

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 also 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, AS, 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