

Insight: Parent/Carer Guide

June 2016



An overview of the main functions in Insight

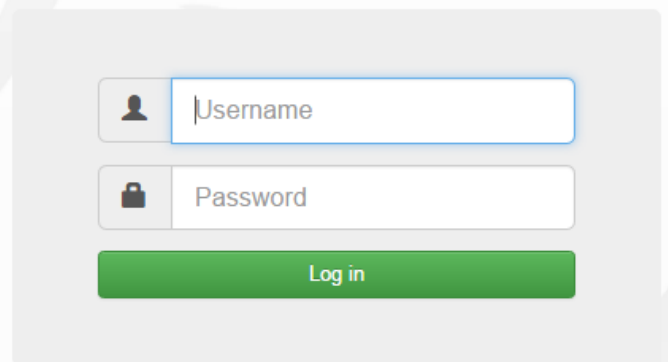
Logging In

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



The screenshot shows a login form with two input fields. The first field is labeled 'Username' and has a person icon to its left. The second field is labeled 'Password' and has a lock icon to its left. Below the fields is a green button labeled '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 with 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 using the print option in the top right hand side of the screen.

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	

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.

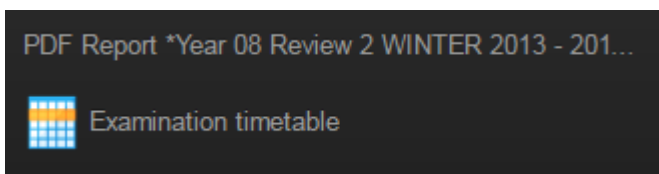
Exams, Reports and Key Stage Results

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

Examination timetable ✕

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

Close