July 2023

Dear Parents and Carers,

Following the parent / carer session at the Year 7 induction meeting, this letter provides more information about GO 4 Schools (GO), the system that we use for collecting and sharing information with you. It is important that all parents and carers have access to GO 4 Schools to see up to date information about achievement and behaviour events but ***please note that you will not be able to access the system until after your child has started with us in September.***

What information will I be able to see?

- ***Timetable*** - a summary of the timetable for that day, plus a link to view the full timetable
- ***Attendance data*** – shown from the start of the academic year up until the previous day and breaking down authorised and unauthorised absences as per the national attendance coding structure. Further information about the coding structure can be found in the Attendance Policy on the Policies and Documents page of the school website under the Information tab
- ***Behaviour*** – a summary and further breakdown of all behaviour events, positive and negative since the start of the school year
- ***Reports*** – students receive one written progress report during the academic year with a comment for each subject

NB. Target and progress information is not made available on GO for students in Years 7 and 8 but information in exercise books or on test papers will indicate how they are performing, and feedback will be provided during parents' evenings and on reports.

The GO 4 Schools notification function is used to communicate about detentions and weekly behaviour updates.

You will only be able to see information about your own child.

Further information, including what to do if you have issues logging into the system, is available on the GO page of the school website which can be accessed via the GO logo on the front page of the website.

How do I access this information?

GO 4 Schools can be accessed via a web browser (e.g., Microsoft Edge, Chrome, Safari etc.) or via a free to access app.

Please see information below for login instructions.

Students will be shown how to access GO 4 Schools during lesson time; they will be using their school email address to do this.
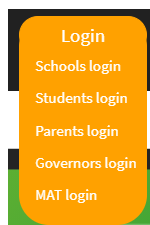
Yours sincerely,

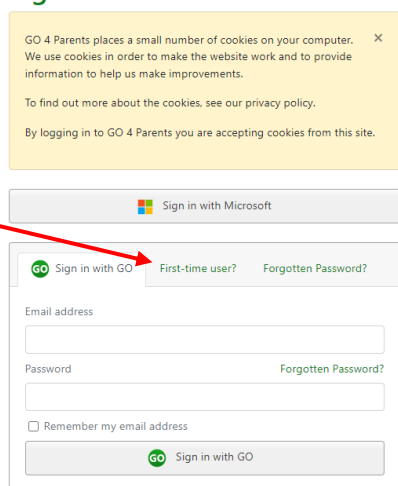Mrs J Critchley
Data Manager

How to access GO 4 Schools

Logging in for the first time

Browse to https://www.go4schools.com/ and from the **Login** menu choose **Parents login**:
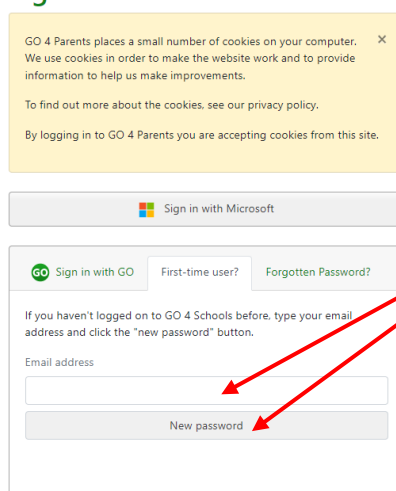
On the login page, click **First-time User?** A popup screen will open up, type in your email address in the **Email address** field (make sure that this is the email address that we have registered for you on our student database), and click **New password:**

Check your emails for one from Go 4 Schools with a link to set a password. Your password must conform to the following requirements:

- Be at least 8 characters long
- Have not been previously used on GO 4 Schools
- Contain the following:
- At least 1 uppercase character (from A - Z)
- At least 1 lowercase character (from a-z)
- At least 1 numerical character (from 0-9)
- At least 1 special character (from @ # $, % ^ & *)

Logging in again

From now on, you can log in by entering your email address and password in the login fields on the **Parents login** page.

Logging out

By clicking your username in the top right of the site, you will get a link to **Logout**, which will log you out of the site completely.

My settings

By clicking your username in the top right of the site, you can also see a link to **My settings,** which will enable you to update contact details, manage your communications settings and change your password.

Parent GO 4 Schools Mobile App Quick Start Guide

The GO 4 Schools Mobile App keeps you informed about any of your children that attend any school that subscribes to GO 4 Schools to ensure you can see how they are performing at school. The App is completely free of charge to both parents and students, where the school has a subscription to the GO 4 Schools App module and can be downloaded from:

https://play.google.com/store/apps/details?id=com.hyperspheric.go4schools
Google Play and the Google Play logo are trademarks of Google LLC.
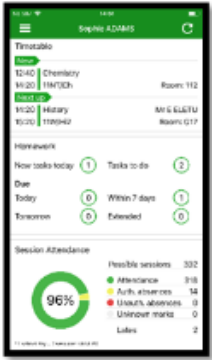
https://itunes.apple.com/gb/app/go-4-schools/id1438216501
Apple, the Apple logo, iPhone, and iPad are trademarks of Apple Inc., registered in the U.S. and other countries and regions. App Store is a service mark of Apple Inc.
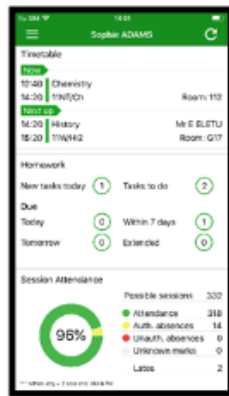
What the App can show you:

Currently you can view the timetable, attendance, and behaviour information for your children.

NB. Please ignore any reference to homework on the screenshots shown below, school has not purchased the homework module. We continue to use Show My Homework, known as Satchel 1.

1. Tap on the App to open.
2. Type in your email address and password.
This is the same email address and password you use to log into the GO 4 Schools website.
3. Click on 'log in'.
If you are a first-time user, you will need to log into the website first to receive your password.

The homepage shows a student's current timetable and overview of the status of their homework.

Scroll down to see attendance, behaviour and attainment information.

Tap on the timetable or homework to view more information.

Messages

Tap on the menu in the top-left corner to access messages and settings.

Messages from your school and your settings can be accessed from this menu.
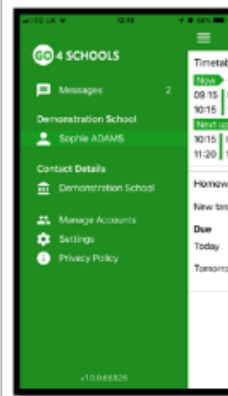
In the **message inbox** tap on the message for more detail.

Your messages will be organised by date order and titled by areas such as Homework, Behaviour and Detention notifications.
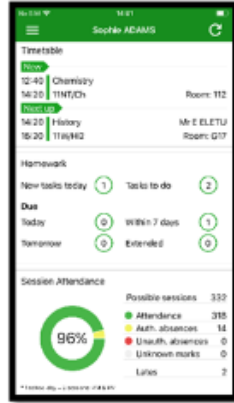

Sample message:

Here is an example of how a message might look.

Tap back on messages and then your child's name to return to the main screen.

Timetable:

From the main screen you can also tap on the timetable for more information.
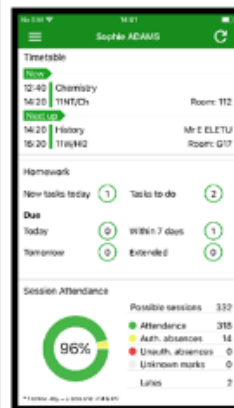

Timetable detail:

You are then presented with today's timetable. You can tap or swipe to previous and future days at the top.


Attendance:

From the main screen scroll down to view attendance information.

A chart displays the overall percentage attendance.

The App will also display detail about specific attendance marks including authorised and unauthorised attendance marks. Late marks are incorporated into the overall attendance marks and unknown marks are waiting for confirmation of the reason for the absence.

NOTE: There are two possible sessions in a school day, AM and PM.
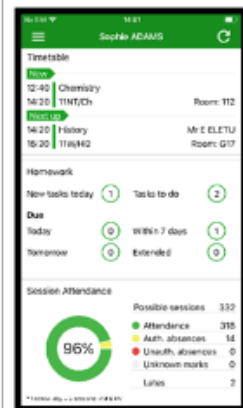
Behaviour:

Continue to scroll down the app to the Behaviour information. This will display a bar chart of both negative and positive behaviour points over time, the chart can be scrolled across throughout the year. Positive points are shown in green and negative points in red with a total points count.
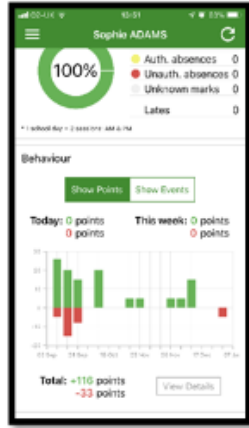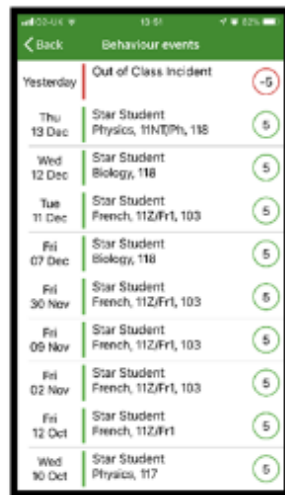

If you prefer you can toggle the graph to show the number of events rather than points. This will allow you to see the number of positive and negative events recorded over time. Again, you can scroll the chart across and positive events are in green and negative events in red.
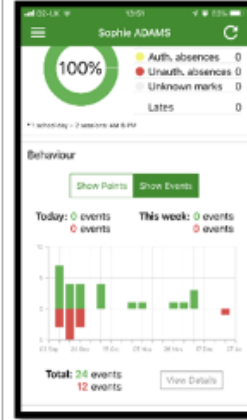
Behaviour detail:

If you tap the 'details' button or tap in the white space around the behaviour chart you can then view the detailed event record for your child including the date, the subject, the event type and the associated points.

This is useful to see if positive or negative behaviour are occurring in certain lessons.