



## Information and Guidance



18<sup>th</sup> May 2022

Dear Parents and Carers,

Following recent correspondence regarding the move to GO 4 Schools we are now able to open access to the system to parents and carers of all students in school.

### ***What information will I be able to see?***

Initially you will be able to access real time information about your child's:

- Timetable - a summary of the timetable for that particular day, plus a link to view their 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 Easter

We will also use GO 4 Schools to send notifications about lunchtime and afterschool detentions together with weekly behaviour updates.

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

### ***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.

We will show students in Years 8 and 9 how to access GO 4 Schools during I.C.T. lesson time; they will be using their school email address to do this. Students further up the school can follow the parent/carer log in instructions but should use the students' login on the GO 4 Schools front page to log into the student site and use their school email address to do this. Once they have logged in for the first time they will be able to use their log in details to access the app.

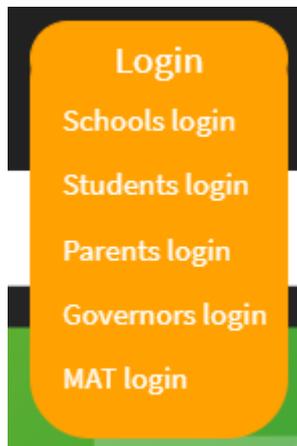
Yours sincerely,

Mrs L Hurn  
Deputy Headteacher

# 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 the link **First-time User?** which will open up a popup screen for you to put 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:**

## First-time User?

If you haven't logged on to GO 4 Parents and Guardians before, type your email address and click the "new password" button. (Please note that you need to provide an email address that has been registered in GO by the school(s) that your child/children attend.)

Email address:

Please note, if you are having problems with your password please contact your child's school. For Data Protection reasons we are unable to divulge or set passwords for parents ourselves.

New password

Cancel

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 user name in the top right of the site, you'll get a link to **Logout**, which will log you out of the site completely.

## My settings

By clicking your user name 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 who 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:



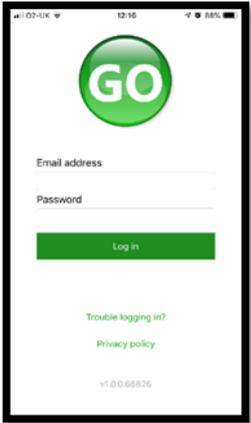
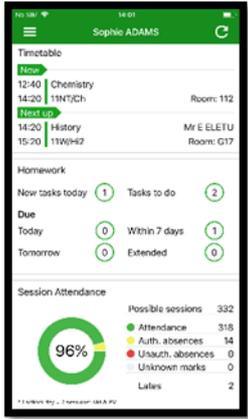
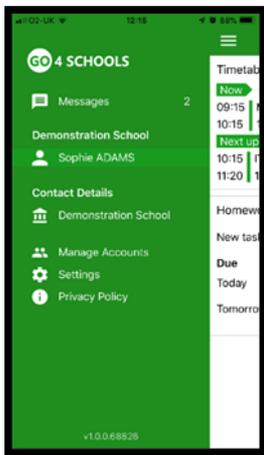
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## What the App can show you:

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

<p>1. Tap on the App to open.                  2. Type in your email address and password.  <i>This is the same email address and password you use to log into the GO 4 Schools website.</i>                  3. Click on 'log in'.  <i>If you are a first-time user, you will need to log into the website first to receive your password.</i></p>		<p>The homepage shows a student's current timetable. Scroll down to see attendance and behaviour information. Tap on the timetable to view more information.</p>	
<p><b>Messages</b>                  Tap on the menu in the top-left corner to access messages and settings.</p>		<p>Messages from your school and your settings can be accessed from this menu.</p>	

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, Behaviour and Detention notifications.



**Sample message:**

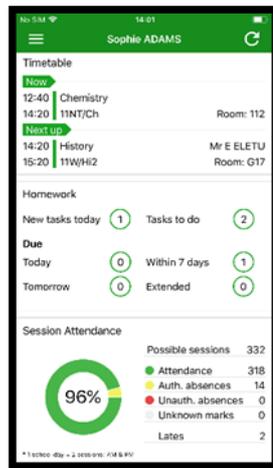
Here is an example of how a message might look.

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.



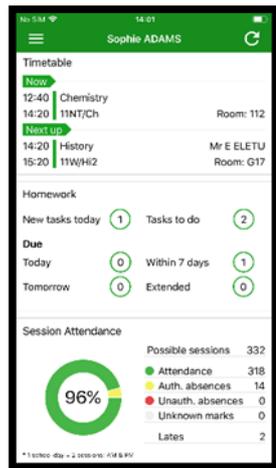
**Timetable detail:**

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



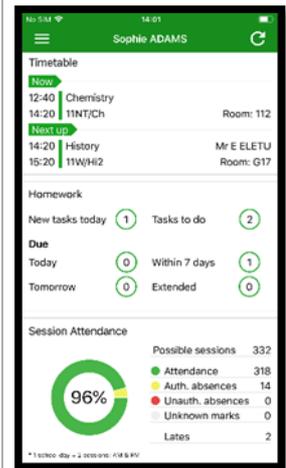
**Attendance:**

From the main screen scroll down to view attendance information. A chart displays the overall percentage attendance.



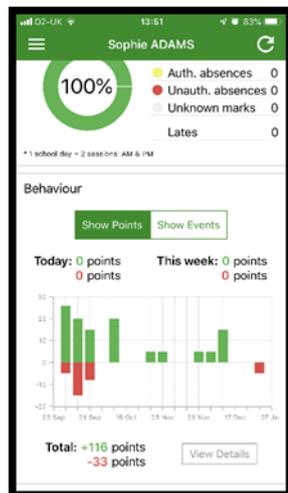
The App will also display detail about specific attendance marks including authorised and unauthorised attendance marks. Late marks are incorporated into the overall attendance marks and unknown marks are waiting for confirmation of the reason for the absence.

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

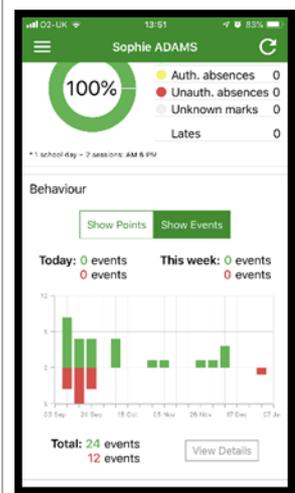


**Behaviour:**

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.



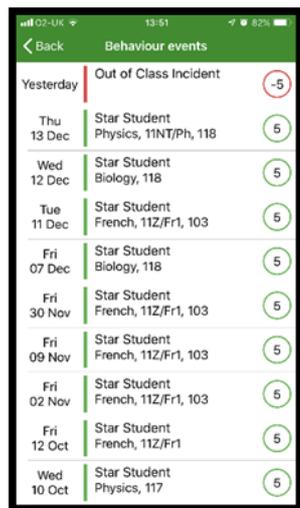
If you prefer you can toggle the graph to show the number of events rather than points. This will allow you to see the number of positive and negative events recorded over time. Again, you can scroll the chart across and positive events are in green and negative events in red.



**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.



You can easily return to the main screen by using the '< back' button.

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