KING EDWARD VI SCHOOL, LICHFIELD

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Headteacher: Mrs C Forster

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Dear Parents and Carers,

Following the parent / carer session at the Year 7 induction meeting, this letter provides more information about GO 4 Schools, 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 attendance and behaviour events and to access the annual report, but *please note that you will not be able to access the system until <u>after</u> your child has started with us in September.*

<u>From September, what information will I be able to see?</u>

- *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 an approach to learning rating, comment and a progress indicator for each subject.

NB. Real-time target and progress information is not made available on GO 4 Schools 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 with you about detentions and weekly behaviour updates.

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

For more detailed information about GO 4 Schools, including what to do if you have issues logging into the system, please see the GO 4 Schools page of the school website which can be accessed via the 'Information' tab or this link: GO 4 Schools - King Edward VI

<u>How do I access GO 4 Schools?</u>

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

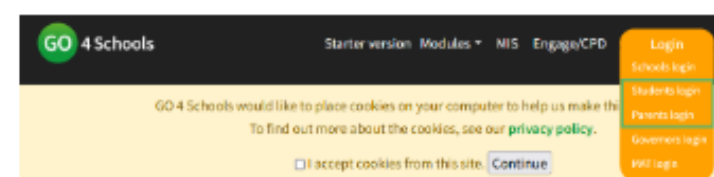The information that follows provides login instructions; *if you have any issues logging in, please refer to the 'frequently asked questions' section on the GO 4 Schools page of the school website. School does not manage and is not able to access passwords.*

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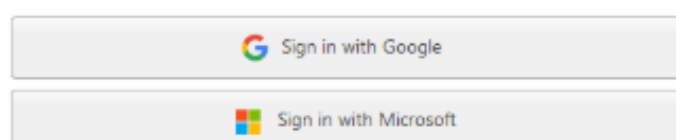
Yours sincerely,

Mrs J Critchley
Data Manager

Logging into the GO 4 Schools Website

(GO 4 Schools login page screenshot showing Login menu with Schools login, Students login, Parents login, Governors login, MAT login)	Access the GO 4 Schools website at **www.go4schools.com** and hover over the **Login menu** to see a list of Portals in GO. • If you are a student, choose **Student**. • If you are a parent, choose **Parent**.
G Sign in with Google ▦ Sign in with Microsoft	Use either Google or Microsoft Sign-in methods to verify your identity and log into GO 4 Schools. *Please ask your school if these methods are not enabled for you.*
Sign in with GO First-time user? Forgotten Password? Email address _____ Password Forgotten Password? _____ ☐ Remember my email address GO Sign in with GO	Using the Login form, submit your email address and password. If you are a parent, GO 4 Schools has synced your email from the school (if you've chosen to share it). If you are a student, the school has shared your email with you. • If you have not logged in before, choose **First-time user**. • If you have forgotten your password and need to reset it, choose **Forgotten your Password**.
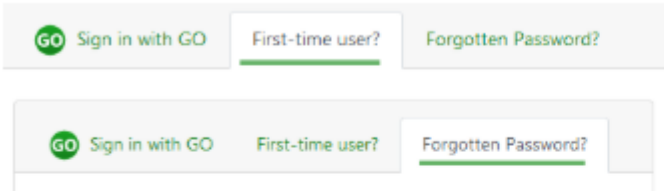
	Here you must submit your school email address as it is the only one known by GO 4 Schools. You will receive an automated email from no-reply@go4schools.com to the address you've submitted. Typically it'll arrive in seconds, but it may take a few minutes. If you can't see this email, it is worth checking your email junk folder.
Password reset Change your password Update your password in the boxes below and click the "Change" button. New password to use to login: Confirm new password: Password must: • Be at least 8 characters long • Have not been previously used on GO 4 Schools • Contain the following: 　○ At least 1 upper case character (from A-Z) 　○ At least 1 lower case character (from a-z) 　○ At least 1 numerical character (from 0-9) 　○ At least 1 special character (from @ # $, % ^ & *) Change	The email will contain a link for you to follow and continue setting up a new password in GO 4 Schools. The link will only be valid for one hour. Please follow the rules for your new password, and remember to agree to the privacy policy.

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.

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:

GET IT ON Google Play   Google Play and the Google Play logo are trademarks of Google LLC.
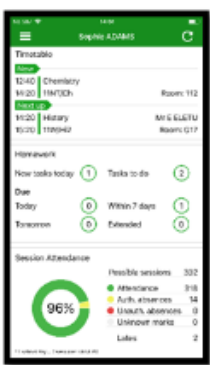
Download on the App Store   Apple, the Apple logo, iPhone, and iPad are trademarks of Apple Inc., registered in the U.S. and other countries and regions. App Store is a service mark of Apple Inc.

What the App can show you:

Currently you can view timetable, attendance, and behaviour information. For students in Years 9 to 13 attainment information is also available.

NB. Please ignore any reference to homework on the screenshots shown below, school has not purchased the homework module. We continue to use Satchel One.

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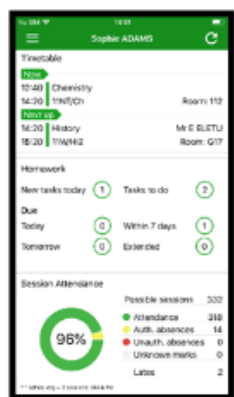
Messages from your school and your settings can be accessed from this menu.
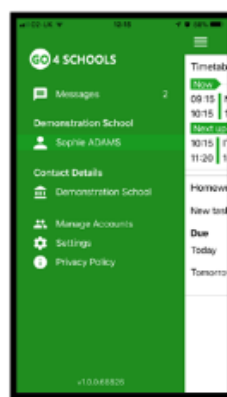
In the **message inbox** tap on the message for more detail.

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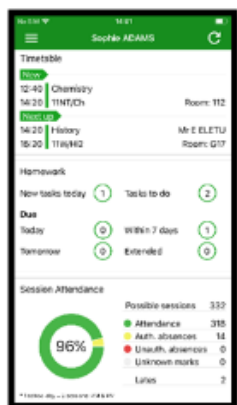
Sample message:

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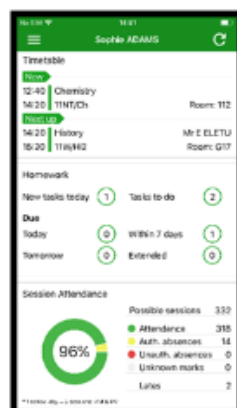
The App will also display detail about specific attendance marks including authorised and unauthorised attendance marks. Late marks are incorporated into the overall attendance marks and unknown marks are waiting for confirmation of the reason for the absence.

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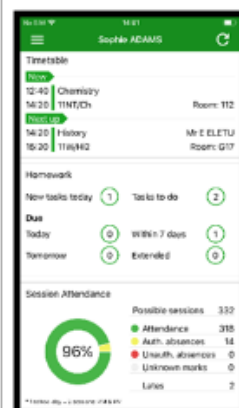
Behaviour:

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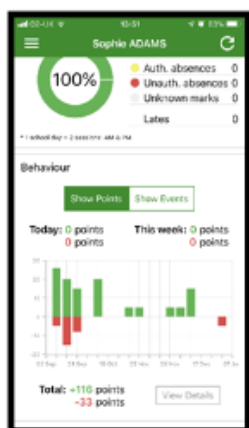
If you prefer you can toggle the graph to show the number of events rather than points. This will allow you to see the number of positive and negative events recorded over time. Again, you can scroll the chart across and positive events are in green and negative events in red.
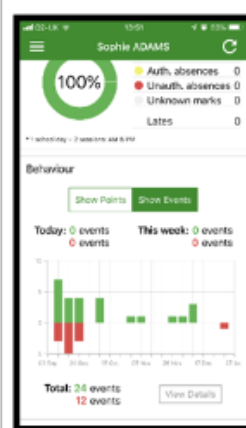
Behaviour detail:

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.