

NEW COLLEGE PARENT PORTAL

PARENT INFORMATION SHEET



WHAT IS THE PARENT PORTAL?

The Parent Portal is an online facility offering you the opportunity to follow the progress of your child throughout their time at New College. Once registered, you are able to access:

- attendance & punctuality data for each subject.
- weekly timetable with start & end times, rooms and subject lecturers.
- electronic markbook: a record containing grades and marks of key assessments and tasks to track performance within each subject area.
- targets: in-year smart targets to encourage progress, target grades generated from previous GCSE achievement and predicted grades for each subject
- subject review reports (all subjects will contribute to a report to provide students with feedback on progress, attendance, target grades and general observations twice a year,)
- statement of exam entries with exam board, dates and times updated for each main exam series eg summer exams would be uploaded in March/April.
- Personal contact details to ensure that we are holding up-to-date contact and emergency information about the student (e.g. address, home and mobile telephone number).

HOW TO REGISTER FOR THE PARENT PORTAL

In order to provide a Parent Portal service, we need to follow a security process to ensure we comply with the Data Protection Act and do not give unauthorised access to your child's personal data.

During enrolment, we ask all students to provide two Next of Kin contacts (name, contact number and email address) for emergency purposes. We also ask their permission to share data with these contacts.

We also allocate each Student with a unique **Parent Portal Reference Number** which will be present on and stored on Learner Information | Contact/Further Details page of their Student Portal account.

When you register for an account, we check that either your contact information matches with the Next of Kin information provided by your child or that the Parent Portal Reference Number matches the one supplied.

REGISTERING FOR AN ACCOUNT

1. Before you register, you will need:
 - a. Your child's **Student ID Number** (a six figure number which can be found on their Student ID Card)
 - b. and ideally but not necessarily the **Parent Portal Reference Number** (this can be found in the top right corner of letters mailed to the home address or your child can find it for you on the **Learner Information | Contact Details** page of their own Student Portal)
2. Visit the New College Homepage (www.newcollege.ac.uk) and click on **Parent Portal** located at the bottom of the home page menu of the website. Then select '**Submit An Account Request**'. Please complete the form using the numbers above.
3. Once registered, you will receive an automated email asking you to verify your email address (please check your spam folder if not received within 1hr). *If you do find mail from us in your junk or spam folder, please ensure that you add us to your safe sender's list so you receive further communication.*
4. After this, your application will be manually verified, which we aim to achieve within 2 working days. Once approved you will receive a confirmation email with your username and password.

Please note that although you may register for an account at any time during the academic year, the Parent Portal will not be accessible between July and late September. If you do register between these dates, we will contact you nearer the date with your registration details.

Parents/carers of existing students who registered for a Parent Portal account last year do not need to re-register, and will be able to continue to use their existing user name and password.

FORGOTTEN PASSWORD

If you have forgotten your password, which you created during registration, you can click on the forgotten password link on the login page.

USING THE PARENT PORTAL – OVERVIEW

Once you have logged into the Parent Portal, you can access a full user guide from the **Notice Board** section on the Home Page. The sub-menus contain the following pages:

REPORTS: TIMETABLES, ABSENCES & EXAM ENTRIES

- There are currently a selection of reports that you can access. If you select **Reports** from the menu, select the report that you wish to view and then click on the **PDF** icon to open / download
- Please note that the Statements of Exam Entry report will not be populated until nearer the exam period.
- NB: If you do not have Adobe Acrobat Reader on your computer, up-to-date versions can be downloaded free of charge from www.adobe.com

LEARNER INFORMATION - STUDENT & CONTACT DETAILS

- Please check to ensure that we are holding up-to-date contact information for you and your child. If changes need to be made please contact the personal tutor or send a comment via the Parent Portal.
- The name of your child's Personal Tutor and Tutor Group code
- A list of course enrolments— with the current status (there may be more than you expect as some students have the opportunity to achieve separate qualifications within the course they have enrolled on). The Grade column will eventually display final external examination results. The Student Group table will contain your child's lecturers for each course.

LEARNER INFORMATION – PREVIOUS ACHIEVEMENTS

- Please check to ensure that we are holding up-to-date examination information. This page should display all qualifications taken prior to attending New College, any exams achieved with us will be prefixed with NC

ACADEMIC INFORMATION – MARK BOOK

- Select the **Student Group** (Class) you wish to view.
- The horizontal tabs will allow you to view marks and grades recorded for **units, assessments and tasks** and a **summary** page

Please note: content is dependent on the type of course, subject and time of year - i.e. you may find marks listed under the **assessment** page but not in the **unit** page. Tasks are mainly used in BTEC courses to track the performance criteria required for each unit. We aim to provide at least two major assessment or unit marks each half term.

- Be aware that there may be a justified explanation for marks lower or higher than expected for example the marks may be for a first draft - if you are unsure, you can raise this query with the subject lecturers or contact the personal tutor
- The **Summary** page will show the current working grade based on recorded results. It will also indicate if your child is on track to meet their target grade (initially a target grade is automatically generated from calculations based on the recorded GCSE results recorded on enrolment and national statistical data but subject to change as the year progresses).

ACADEMIC INFORMATION - ATTENDANCE & PUNCTUALITY

- This page provides a summary of the overall number of classes attended and overall percentage of attendance and punctuality for each course during the current academic year.
- The attendance data is imported on a daily basis, therefore, depending on when you access the portal, the figures could be 24 hours behind.
- Students with low attendance percentages will be at risk of losing their place.
- Remember, percentages can change quickly early in the academic year and will be more accurate after the first 12 weeks (i.e. missing one lesson of the first four will mean 75% attendance).

Note: A more detailed breakdown can be obtained by selecting Reports from the home page and then selecting **7. Full Attendance Report** – the click the PDF icon to open this lists every register mark from the start of the year



ACADEMIC INFORMATION - PUBLISHED REPORTS TO PARENTS/CARERS

- Progress Review reports are published twice a year (Dec & Mar)
- These reports contain working grades, comments, assessment marks and targets from each of your child's subject areas
- Previous reports will show for students in their 2nd or 3rd year of study.
- To open a report firstly ensure Adobe Reader is installed on your computer then click the Download button

COMMENTS & MESSAGES

- Allows direct communication with personal tutor & lecturers (please be aware that these messages are not strictly confidential and could be accessed by anyone teaching/linked with your child)
- Messages can also be sent to our absence hotline as an alternative to telephoning.

QUESTIONS OR FEEDBACK?

Please email proportalhelp@newcollege.ac.uk with any feedback or questions regarding Parent Portal.