

PENNTHORPE

THE PARENT PORTAL USER GUIDE

2022/23





Pennthorpe uses the Engage Parent Portal to manage school communications with parents. The Parent Portal is used for messaging, booking before and after school care and activities, viewing your child's timetable and school reports, accessing the school calendar, sharing important documents and viewing your financial account.

When a family joins Pennthorpe, each child's parents or guardians will receive an email to invite them to create a Parent Portal account. By default, your account will use your email address as your username and you will be asked to choose your own password. Once you have set up your account, future logins are via a web browser at <https://portal.pennthorpe.com>. If you have not received an invitation to create an account, or have misplaced your login details, please contact our IT Manager Nick Oglieve (Noglieve@pennthorpe.com), who will be happy to help.

An Engage App is available for parents to use on their mobile phones, however this has limited functionality and is therefore not as useful as accessing the Portal via a web browser. If you would prefer to manage your communications from your mobile device, we would recommend using a web browser on your device rather than using the Engage App.

This guide is intended to help you get the most out of the Parent Portal; we hope it helps to minimise the effort required from you to get the maximum benefit from the school information that is available. We recognise that there is a huge amount of information available and sometimes this can be overwhelming and mean it is challenging to identify the key items that you need to be aware of. Hopefully this guide will help you to use the Portal to your advantage; to cut through the noise of information that isn't relevant to your child and to ensure you don't miss out on those bits you really need to know.

The guide is broken into the following headings. Read them all in order, or delve into the items that are of particular interest. If you have any questions, or would like to provide feedback, don't hesitate to get in touch (enquiries@pennthorpe.com).

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1. QUICK PORTAL TOUR

Your home screen provides access to all the key elements of the Parent Portal.

The screenshot shows the 'Parent Portal' interface. On the left is a navigation menu with items: Home, My Account (1), My Details (2), My Children (3), Daybook (4), Activities (5), My DMS, My Calendar, and Websites (6). The main content area is divided into sections: 'My Children' (7) showing a pupil's details and a 'View Details' button; 'My Notices' (8) showing an inbox of messages; and 'My Calendar' (5) showing a weekly view of events. At the bottom right is a 'Documents' section (9) with a filter for 'Letters' and a list of documents.

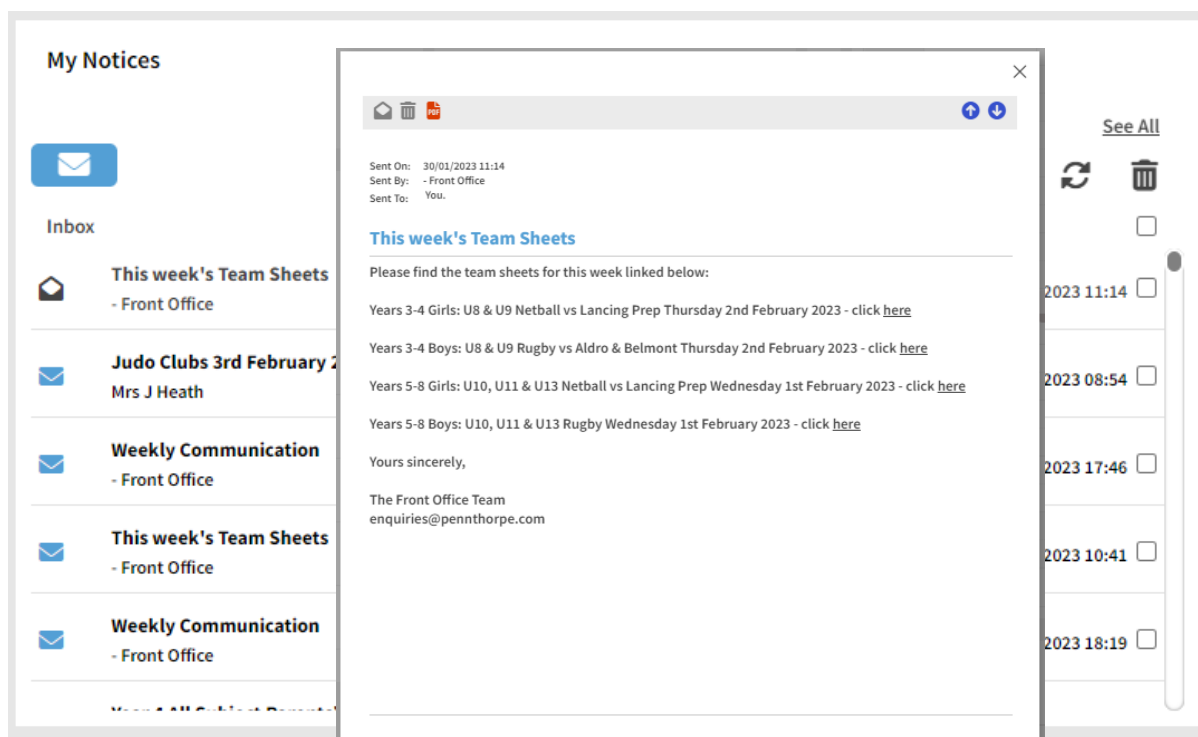
Item	Heading	Description
1	My Account	Details of your financial account, including current balance, outstanding invoices, historical invoices and receipts
2	My Details	Your contact details and contact details of the emergency contacts you have provided. For your child's safety it is crucial that these details are correct at all times
3	Daybook	Details of Daybook entries made for you and your child, including First Aid incidents and items requiring parental sign off.
4	Activities	Book, and review details of booked, wraparound care and extracurricular clubs for your child here
5	My Calendar	Customise your calendar view, look at calendar details and export events to your personal calendar
6	Websites	Links to key websites
7	My Children	Headline details of pupils. Clicking View Details provides more information, including the child's school report and timetable. Clicking View Activities enables you to review and book wraparound care and extracurricular clubs for the child
8	My Notices	Notices sent from school, which you will also receive as emails
9	Documents	Contains key documents published by the school. Use the Document Type filter to view different categories of documents and narrow down your search for key information



2. WHERE TO FIND YOUR REGULAR COMMUNICATIONS FROM PENNTHORPE

Your Notices is where you will receive important notifications about your child and the school. Important Notices will also be sent to you as emails, received directly into your inbox, as well as appearing in Your Notices section of the website.

Click a notice to view its detail and then use the icons to either print or delete messages.



Each week on a Friday, Pennthorpe sends parents headline information via email, to help them navigate to the important elements that they should be aware of. This will be received directly into your inbox, and will also be listed in your My Notices section of the Parent Portal

A summary of all the ways in which the school communicates with parents can be found in the Parents' Area of our website at <https://www.pennthorpe.com/parents-area/parental-communications-public/>



3. ACCESSING DOCUMENTS THAT HAVE BEEN SHARED BY THE SCHOOL

Important documents that Pennthorpe wishes to share with parents, will be published in the Parent Portal for your review, which seeks to act as a 'library' of all important documents. The intention for storing information in this way is to make it easy for parents to refer back to published documents at a time of your convenience. To facilitate this, all documents are:

- **Categorised** – this will enable documents to be logically retrieved – e.g. documents that are resources for "Virtual Learning R" will be filed with that name as their *Type*. Similarly, policy documents will be filed as *Type* "Policies", school trip letters will be filed as *Type* "Trips" etc.
- **Retained in a single place** – this will allow you to easily refer back to documents at a future date
- **Published to only certain relevant sub-groups of parents** – e.g. a document that is only relevant for children in Year 1 will be visible to parents of those children in Year 1
- **Current** - documents that are no longer relevant will expire and be removed from the Portal.

Click a document to download it and read its content. Filter your view of documents by choosing the category of document you are looking for. Please note that the last 'Document Type' filter you used will be in place by default, so make sure to update this if you are struggling to find the document you are interested in

Document	Date
Y4 Ancient Egy...	27/01/2023
Pennthorpe Sk...	27/01/2023
ALL Staffing In...	27/01/2023
House Positive Poetry Competition Letter 2023	20/01/2023
Y4 All Subject Parents' Evening Letter	20/01/2023
Year 4 Start of Spring Term Letter 2023	06/01/2023



4. ACCESSING YOUR CHILD'S REPORT

At regular intervals during your child's time at Pennthorpe, progress reports will be shared with parents via the Parent Portal. You should receive an alert when your child's report is published.

Choose 'Assessments Reports' from the side menu. Check that the 'Reporting Period' is filtering the Reports displayed for the correct reporting period. Click a report title to download it and read its contents.

The screenshot displays the Pennthorpe Parent Portal interface. On the left is a side menu with icons and labels: 'My Account', 'My Details', 'My Children' (with a dropdown arrow), 'Daybook' (with a dropdown arrow), 'Activities' (with a dropdown arrow), and 'My DMS'. The 'My Children' dropdown is open, showing a list of links: 'Siblings', 'Pupil Details', 'Assessment Reports' (highlighted with a red box), 'Timetable', 'Medical Details', 'DMS', and 'Additional Information'. The main content area on the right features a header with a pupil's photo and details: 'Pupil's Name', 'Current Pupil Details', 'DOB', 'Year', 'Class', and 'House'. Below this is a section titled 'Assessment Reports'. It contains a 'Reporting Period' dropdown menu set to 'Autumn 2 2022/23' (highlighted with a red box) and a 'Show this year's Report' button. Underneath, a 'Report Name' section lists a report titled 'Autumn 2 Yr3&4 Grade Card 2223 For Autumn 2 2022/23' (highlighted with a red box), accompanied by a PDF icon.



5. BOOKING A PARENTS EVENING APPOINTMENT

Periodically, the Parent Portal will open up the functionality to book a Parents Evening appointment. When the booking window is open, you will receive a notification to alert you to book an appointment. Choose to 'Book Parents Evening' via the Home screen:

The screenshot shows the Parent Portal Home screen. On the left, there's a sidebar with 'My Children' and 'My Notices' sections. The 'My Children' section displays a pupil's profile with fields for Name, DOB, Year, Class, and House, and a 'View Details' button. The 'My Notices' section shows an 'Inbox' icon and a 'See All' link. On the right, there's a 'My Calendar' section with a date picker set to 'Today' and a list of times from 8 am to 1 pm. In the center, a dropdown menu titled 'What do you want to do?' is open, showing two options: 'Book Parents Evening' (highlighted with a red box) and 'Book Activities'.

You will be asked to select multiple appointments with individual subject teachers, as well as your child's Form Teacher.

The screenshot shows a grid for booking appointments. The columns represent different subject teachers: Mr Jack Jones (Art A), Mr David Biddlecombe (Biology A), Mrs Diana Trotman (Business Studies), Mr Joseph Drake (Chemistry A), Mr Peter Jessop (DT A), Ms Sharon Ware (English A), Miss Maggie Gyllam (Games), Mr Charles James (Geography), Miss Sally Heppenstall (German), and Mr Adri (ICT). The rows represent time slots from 14:00 to 15:20. The date is Thursday 31/08/2023. The grid shows available slots with 'My Booking' icons and 'Book Time' buttons. For example, Mr David Biddlecombe has slots at 14:00, 14:20, and 14:40. Mr Peter Jessop has slots at 14:10 and 14:30. Ms Sharon Ware has slots at 14:50 and 15:00. Mr Charles James has slots at 15:10 and 15:20. Miss Sally Heppenstall has slots at 15:10 and 15:20. Mr Adri has slots at 15:10 and 15:20.



6. REVIEWING SCHOOL EVENTS THAT ARE PERTINENT TO YOUR FAMILY

The Parent Portal calendar contains information about School Events of relevance for your family. By default you will have been granted access to the following calendars:

- 1 *Whole School Events* – these are events that are not specific to a certain year group, and so may or may not involve your children e.g. Whole School Open Morning
- 2 *Year x Events* – you will have one of these calendar for each of your children's year groups. Each contains events specific only for that year group, although they may not specifically involve your child e.g. U11/10 Boys' Football match will appear for all Year 5 & 6 children even those not playing in the match. Please refer to the weekly published Team Sheets (uploaded each week to your Documents area of the Portal) to understand whether your child has been selected for the Team.
- 3 *All School Events* – these are events taking place at Pennthorpe, across all years and include staff/governor events. This is available to you, as we recognise it could be valuable to know what is going on, however for the purposes of filtering to the key information we recommend that you unselect this calendar by default so that the school events that are not relevant for your family do not distract from those that are. You can always turn this back on again should you wish.

Check the tick boxes to select the calendars you wish to see by default:

You can export each calendar from the Parent Portal to your personal electronic calendar, by generating an iCal file and referencing this from your personal calendar.

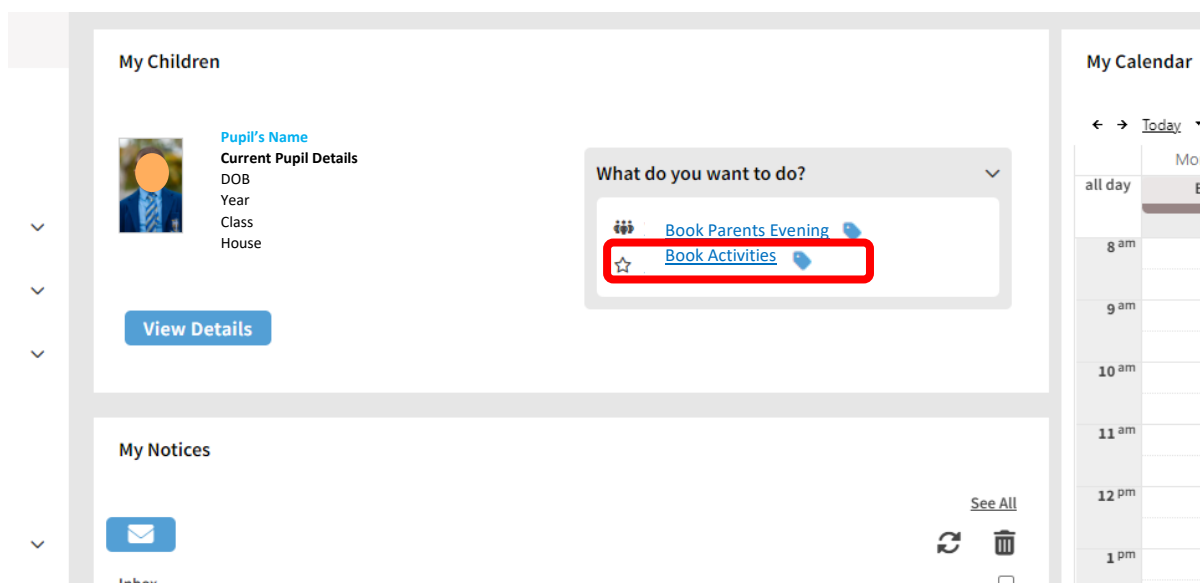
You can change the view of your calendar by choosing from the various tabs at the top of the calendar. Please note, that changes made to the view from your My Calendar page will become the new default that is displayed on your home page.

You can also review and subscribe to the whole school calendar from our website (<https://www.pennthorpe.com/calendar/month/>).



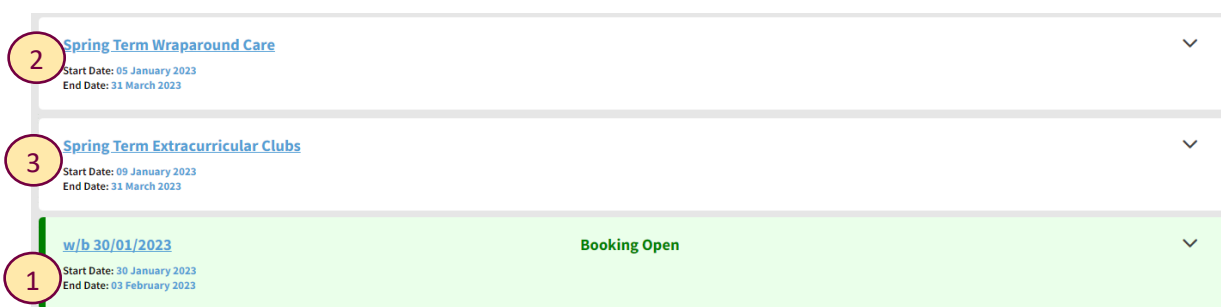
7. BOOKING WRAPAROUND CARE AND EXTRACURRICULAR CLUBS

In the weeks preceding each new Term, the Parent Portal will open a booking window for parents to book the Wraparound Care and Extracurricular Clubs (Flexiday) they wish for the following Term. When the booking window is open, you will receive a notification to alert you to book your child's Flexiday schedule. Choose to 'Book Activities' via the home screen of the 'Activities' side menu:



For each child, you will be taken to the available Activity Schedules. There will usually be 3 types available:

- 1 The upcoming Week's Wraparound Care – this is where you should book ad hoc care for this particular week only. Alternatively, you can email flexiday@pennthorpe.com
- 2 The upcoming Term's Wraparound Care – this is where you should book Wraparound Care for the whole of the upcoming Term
- 3 The upcoming Term's Extracurricular Clubs – this is where you should book Extracurricular Clubs for the whole of the upcoming Term.





Each of the Activity Schedules will only show you options that are available for your child. To book an Activity, you must drag it from the 'Available Activities' on the left hand side to the 'Allocated Activities' on the right hand side.

Friday 15:00 - 16:00

Available Activities

Athletics	🕒 ⌚ ⌚
Badminton	🕒 ⌚ ⌚
Football	🕒 ⌚
School Hockey Team Girls	🕒 ⌚ ⌚

➡

Allocated Activities

1	Girls Netball	🕒 ⌚ ⌚	🗑️	⬆️⬆️
2	Tennis (Indoor) - Allocated	🕒 ⌚ ⌚	🗑️	⬆️⬆️
3	Available Slot			⬆️⬆️

When booking Wraparound Care you will have 2 time slots available each day:

1. Breakfast – available from 7:30am until your child's registration time
2. After School – available from your child's end of day until 7:00pm:
 - This will include an option of 'Prep' for children in Years 5 and above on Mondays, Wednesdays and Fridays. You should book this hour for your child if you wish them to do supervised Prep for the hour following the official end of their school day
 - This will include one or more options for 'Care', which you should choose based on the *end* time (i.e. the time you plan to collect your child). End times are always on the hour, and so you will be charged for a whole hour even if you collect your child earlier. For example, if your child's end of day is 3:30pm and you wish to collect them at 4:45pm you should book 'Care until 5'.
 - Children attending 'Care until 5' will be served fruit and a biscuit.
 - Children attending 'Care until 6' or 'Care until 7' will be served Tea at 5:00pm.

When booking Extracurricular Clubs you will have 1 time slot available each day, for the period following your child's end of day, which will contain all the available Clubs for their age group. Each Term, you will be provided with a timetable detailing the Extracurricular Clubs available, which will help you and your child decide between the options.

PENNTHORPE

SPRING TERM 2022 ACTIVITY
PLANNER

	Activity	Monday Time	Location	Activity	Tuesday Time	Location	Activity	Wednesday Time	Location	Activity	Thursday Time	Location	Activity	Friday Time	Location
Year 3	Orchestra	1:30 - 2:00	PA Studio	Junior Bake Off	4:00 - 5:00	Home Ec Hub	Young Adventurers	4:00 - 5:00	Woods	Warhammer Club	4:00 - 5:00	CB8	Lunchtime Rock Band	1:30 - 2:00	PA Studio
	Junior Gymnastics	4:00 - 5:00	Sports Hall	Junior Art Club	4:00 - 5:00	Art Room	Senior Street	4:15 - 5:00	PA Studio/Court	Fencing	4:45 - 5:30	Sports Hall	Musical Theatre	4:00 - 5:00	PA Studio
	Latin	4:00 - 5:00	CB1	Tennis	4:30 - 5:15	Sports Hall	Funky Sports Club	4:15 - 5:00	PA Studio/Court				Multi Sports	4:00 - 5:00	Sports Hall
	Senior Yoga	4:00 - 4:45	Pre-Prep Hall										Judo	4:00 - 5:00	Pre-Prep Hall
	Chess	4:30 - 5:15	PA2										Girl's Football	4:00 - 5:00	Sports Hall
Year 4	Morning Mixed Lacrosse	7:30 - 8:00	Sports Hall	Morning Mixed Netball	7:30 - 8:00	Sports Hall	Morning Mixed Basketball	7:30 - 8:00	Sports Hall	Warhammer Club	4:00 - 5:00	CB8	Lunchtime Rock Band	1:30 - 2:00	PA Studio
	Orchestra	1:30 - 2:00	PA Studio	Junior Art Club	4:00 - 5:00	Art Room	Senior Street	4:15 - 5:00	PA Studio/Court	Fencing	4:45 - 5:30	Sports Hall	Musical Theatre	4:00 - 5:00	PA Studio
	Junior Gymnastics	4:00 - 5:00	Sports Hall	Tennis	4:30 - 5:15	Sports Hall	Funky Sports Club	4:15 - 5:00	PA Studio/Court				Multi Sports	4:00 - 5:00	Sports Hall
	Latin	4:00 - 5:00	CB1	Senior Bake Off	5:00 - 6:00	Home Ec Hub	Senior Adventurers	5:00 - 6:00	Woods				Judo	4:00 - 5:00	Pre-Prep Hall
	Senior Yoga	4:00 - 4:45	Pre-Prep Hall										Girl's Football	4:00 - 5:00	Sports Hall
	Chess	4:30 - 5:15	PA2												



If you wish to find out more information about a particular activity, please click the icons next to each Activity button. Please note, all Extracurricular Clubs have a maximum capacity, and you will not be able to book an activity that has reached its capacity. Please email flexiday@pennthorpe.com if you wish to be added to the waiting list.

1

Judo Years 3 & 4 - Enrolled

Judo Years 3 & 4

Term

2022/2023 Spring Term Extracurricular Clubs

Activity Category

Flexiday PM

Description

Judo is an Olympic sport which develops individuals physical, mental and moral skills. The sessions are built to develop each individual's ability and capability so their qualities shine through.
Judo kits are available for new starters with buying options available.

Requested Collection Point

Activity Place And Time 1

Day:

Friday

Start Time:

16:10

End Time:

17:00

Site:

Pennthorpe School

Block:

Lower School

Room:

Lower-school Hall

Staff:

Mrs L Rivers

Cost per term

99.00

Maximum Capacity

12

Minimum Uptake

4

Year Groups

Year Groups:

Year 3, Year 4

Filter:

If you wish to see a summary of the Activities you have booked for your child, choose 'Activities Review' from the side menu:

Activities (Autumn)				
Start Date: 01 September 2022 End Date: 31 December 2022				
Day	Time	Name	Status	Cost
Friday	15:00 - 16:00	Girls Netball	Choice 1	
Friday	15:00 - 16:00	Tennis (Indoor)	Allocated	
Saturday	10:00 - 12:00	Squash	Enrolled	Enrolment Costs: £125.00
Saturday	10:00 - 13:00	Archery	Choice 2	Enrolment Costs: £195.00
Saturday	10:00 - 13:00	Windsurfing For Beginners	Choice 1	Enrolment Costs: £400.00
Total Cost				£720.00

Please note, when signing up to Wraparound Care and Extracurricular Clubs you will be charged for the whole Term regardless of whether your child attends all the sessions.

If you wish for your child to do an Extracurricular Club after school, and then join an After School Care club, you must book both of these items into each of the 2 schedules. You will **not** be charged for the same time period twice; the cost of the Care not taken whilst your child is in the Extracurricular Club will be deducted from your invoice at the point of billing.

Similarly, if you wish your child to do Prep and then join an After School Care Club, you must book both of these items in the schedule. You will not be charged for the cost of Care during the period your child is in Prep, and this will be deducted from your invoice at the point of billing.



8. VIEWING YOUR CHILD'S TIMETABLE

Your child's timetable, including their booked Activities, Wraparound Care, and any Learning Support they may be attending, is available via the Parent Portal. Choose 'Timetable' in the 'My Children' section of the menu;

The screenshot shows the Parent Portal interface. On the left, a sidebar menu is visible with the following options: My Details, My Children, Siblings, Pupil Details, **Timetable** (highlighted with a red box), Medical Details, and Additional Information. Below these are Daybook, Activities, My DMS, My Calendar, and Websites. The main area displays the 'Timetable' for the week beginning 30/01/2023. A 'Show Card Headings' button with a PDF icon (also highlighted with a red box) is located in the top right corner of the timetable grid.

	07:30 - 08:00	08:00 - 09:00	09:00 - 10:00	10:00 - 11:00	11:00 - 12:00	12:00 - 13:00	13:00 - 14:00	14:00 - 15:00	15:00 - 16:00	16:00 - 17:00	17:00 - 18:00	18:00 - 19:00
Monday	07:30 - 08:20 Lesson 3 Registration Mrs G Beaven	08:20 - 09:30 Lesson 4 English Mr M Proffitt	09:30 - 10:30 Lesson 5 Humanities Mrs G Beaven	10:30 - 11:00 Lesson 6 Physical Education Mr M Barnett	11:00 - 12:00 Lesson 7 Mathematics Mrs G Beaven	12:00 - 13:30 Lesson 8 Mental Maths Mr M Proffitt	13:30 - 14:00 Lesson 9 Huddle/FT Mrs G Beaven, Mr M Proffitt	14:00 - 15:00 Lesson 10 Science Mrs G Beaven	15:00 - 16:00 Lesson 11 16:00 - 19:00	16:00 - 17:00	17:00 - 18:00	18:00 - 19:00
Tuesday	07:30 - 08:20 Lesson 3 Registration Mrs G Beaven	08:20 - 09:30 Lesson 4 English Mr M Proffitt	09:30 - 10:30 Lesson 5 Computing Mrs S Kerr	10:30 - 11:00 Lesson 6 Mathematics Mrs G Beaven	11:00 - 12:00 Lesson 7 Music Mr M Yarrow	12:00 - 13:30 Lesson 8 Humanities Mrs G Beaven	13:30 - 14:00 Lesson 9 Games Mr M Barnett	14:00 - 15:00 Lesson 10 16:00 - 19:00	15:00 - 16:00 Lesson 11 16:00 - 19:00	16:00 - 17:00	17:00 - 18:00	18:00 - 19:00
Wednesday	07:30 - 08:20 Lesson 3 Registration Mrs G Beaven	08:20 - 09:30 Lesson 4 Mathematics Mrs G Beaven	09:30 - 10:30 Lesson 5 English Mr M Proffitt	10:30 - 11:00 Lesson 6 Art Mrs R Shadlock	11:00 - 12:00 Lesson 7 English Mr M Proffitt	12:00 - 13:30 Lesson 8 12:30 - 14:30	13:30 - 14:00 Lesson 9 French Mrs L Parker	14:00 - 15:00 Lesson 10 Form Time Mrs G Beaven	15:00 - 16:00 Lesson 11 16:00 - 19:00	16:00 - 17:00	17:00 - 18:00	18:00 - 19:00
Thursday	07:30 - 08:20 Lesson 3 Registration Mrs G Beaven	08:20 - 09:30 Lesson 4 English Mr M Proffitt	09:30 - 10:30 Lesson 5 Mathematics Mrs G Beaven	10:30 - 11:00 Lesson 6 Physical Education Mr M Barnett	11:00 - 12:00 Lesson 7 Music Mr M Yarrow	12:00 - 13:30 Lesson 8 Humanities Mrs G Beaven	13:30 - 14:00 Lesson 9 Games Mr M Barnett	14:00 - 15:00 Lesson 10 16:00 - 19:00	15:00 - 16:00 Lesson 11 16:00 - 19:00	16:00 - 17:00	17:00 - 18:00	18:00 - 19:00

You can download the timetable to print, using the pdf icon to the top right.



9. UPDATING YOUR CONTACT DETAILS (INCLUDING EMERGENCY CONTACTS)

It is crucial that the school is able to get in touch with you in case of emergency, and therefore it is essential that we have your accurate contact details. When your family joins Pennthorpe, you will be asked to provide these details, and the information will be stored in accordance with the GDPR guidelines of 2018. At the start of each academic year, you will be asked to verify that these details remain correct (see section 11), however it is **your responsibility to inform us if they change at any time during the year.**

To review the details that are held in our database, navigate to My Details from the side menu:

The screenshot shows the 'My Details' page. The left sidebar has a menu with 'My Details' highlighted in a red box. The main content area is titled 'My Details' and contains three sections: 'My Details', 'Email Addresses', and 'Telephone Numbers'. The 'My Details' section has fields for Address, Preferred Language, and Language 2. The 'Email Addresses' section has fields for Father's Email and Mother's Email. The 'Telephone Numbers' section has fields for Emergency Contact 1, Emergency Contact 2, Father's Mobile, Home, Mother's Mobile, and Mother's Work. A red box highlights the 'Request a Change' link at the bottom of the page.

My Details	
Address	An address example A road West Sussex
Preferred Language	
Language 2	

Email Addresses	
Father's Email	mum@gmail.com ✓✎
Mother's Email	dad@gmail.com ✓✎

Telephone Numbers	
Emergency Contact 1	07070 171171 (uncle) ✎
Emergency Contact 2	07070 272272 (granny) ✎
Father's Mobile	07070 373373 ✎
Home	07070 373372 ✎
Mother's Mobile	01403 222333 ✎
Mother's Work	07070 474474 ✎

Is any of this information incorrect? [Request a Change](#)

Pennthorpe must, as a minimum, have your postal address, for the adults with parental responsibility an email address and phone number, and **two additional emergency contact numbers**. You can edit any fields marked with a pencil ✎ directly, however if you need to update your address, or provide more detailed information, you should choose to 'Request a Change', which will send the information to our Front Office team, who will update your records on your behalf.



10. REVIEWING YOUR FINANCIAL ACCOUNT, INCLUDING YOUR INVOICES

In the weeks preceding each Term you will receive an email informing you that your termly invoice is due. Your invoice will be attached to the email, but it is also available in the My Account area of the Parent Portal, in addition to your past invoices and receipts.

Your outstanding balance is available at the top of the page, and your invoices can be downloaded and printed by clicking each invoice title.

For any queries about your invoice please contact assistantbursar@pennthorpe.com.

The screenshot displays the 'My Account' section of the Parent Portal. The left sidebar contains navigation links: Home, My Account (highlighted with a red box), My Details, My Children, Daybook, Activities, My DMS, My Calendar, and Websites. The main content area shows the 'Account Balance' as 0.00. Below this, there are sections for 'My Outstanding Invoices / Credits' and 'My Archived Invoices / Credits'. A date range filter is set from 12/09/2018 to 21/12/2022. A table of archived invoices is shown, with 'Invoice 29059' selected. A mouse cursor points to the 'Invoice' link in the left sidebar. The detailed invoice for 'Engage School' is displayed, showing the parent's details (Mr Mohsen Abidi), the school's details (Double First House, Oxford Road, Yeovil, Somerset BA21 5HR), and the invoice number 5689. The invoice lists activities and their costs: Windboarding For Beginners (£600.00), Windboarding For Beginners (£600.00), and Squash (£125.00). The total balance brought forward is £37,933.25. A 'PLEASE NOTE' section contains important information for parents, including contact details and payment instructions.

Account Balance

Balance: 0.00

My Outstanding Invoices / Credits

My Archived Invoices / Credits

Date From: 12/09/2018 Date To: 21/12/2022 Go

Archived Invoices / Credits	Invoice / Credit Date	Payment Received Da
Receipt 5288	21/12/2022	21/12/2022
Invoice 29059	20/12/2022	12/01/2023

Receipt

Invoice

Engage School
Double First House, Oxford Road, Yeovil, Somerset BA21 5HR
Telephone (01935 403000) Email: Support@doublefirst.com

Mr Mohsen Abidi
Bayan
Block 3
Street 2
Villa 7
Kuwait

Invoice Number 5689

Code : ABID01
Date : 29 August 2022
Term :

Balance brought forward £37,933.25

PLEASE NOTE:

1. This account is due for payment on or before the first day of the term to which it relates.
2. Late payment of accounts will incur an interest surcharge, unless prior arrangements have been made with the Bursar.
3. Direct payment to the school's bank is favoured.
4. Please use your code as the payment reference.
5. Cheques, payable to Double First Ltd, should be sent with the remittance slip below.
6. A child may only be withdrawn from the school if the Headmistress is given one term's notice in writing or if one term's fees are paid in lieu of notice.

Sort Code: 12-34-56
Acc No: 12345678
Acc Name: Double First Ltd

Abidi, Amira - Year 10

Extras

Activities (Spring) - Windboarding For Beginners	£600.00
Activities (Summer) - Windboarding For Beginners	£600.00
Activities (Autumn) - Squash	£125.00



11. UNDERSTANDING ENTRIES IN MY CHILD'S DAYBOOK

Your child's Daybook contains information added by staff members about your child during their time at Pennthorpe, for example First Aid incidents. Daybook entries are categorised by 'Daybook Type', which you can use to help filter the entries available, as well as restrict the results shown by a date range or day of the week.

Select the child from the left hand side to view the detail of the entry on the right. Please note, if your child has a First Aid incident you will also receive contact from Matron to inform you as to what has happened, however your child's Daybook serves as a record of all such items.

Pupil Daybook

Daybook Type: All Daybook Content | Sub Type: All items checked

[Switch to Last 7 Days](#) | **D W M T Y** | Date From: 01/09/2022 | Date To: 14/07/

Save Filters: ☐

Head Injury

Date	Category	Description
19 January 2023	Head Injury	Child sustained a head bump in a tag rugby match this a

Medical

Date	Category	Description
14 September 2022	First Aid minor	Child slipped over and has a small graze on his knee - I h



12. PROVIDING ANNUAL CONFIRMATION THAT THE SCHOOL HOLDS ACCURATE INFORMATION FOR YOUR CHILD

At the start of each academic year you will be asked to verify that all the information we hold for your child is accurate and correct. Specifically, this will include:

- Your contact details (which we need to contact you in case of emergency)
- Your child's medical details
- The consent status you have provided for your child, for the following key elements:
 - Medical – consent for your child to receive simple routine medical treatment at school
 - Trips – Annual consent covers all trips within the usual school day (consent for residential trips will be sought separately). Parents of children in Reception, Beehive or the Honey Pot will be asked for their consent for every trip available for their child, however annual consent serves children from Year 1 and above.
 - Party List – consent for your, and your child's, basic contact details to be shared with the Friends of Pennthorpe, to assist with the organisation of social events
 - Use of Image – consent category for Pennthorpe's use of your child's image
 - Tapestry – if your child is in Reception, Beehive or the Honey Pot, you will be asked to consent to the terms of using our Tapestry system, which is a collation of records of your child's learning journey at Pennthorpe
- Your child's language information.

At the start of each academic year, when you log into the Parent Portal you will be asked to check these details, via a message that opens up on login:

The screenshot displays the 'Parent Portal' interface. On the left is a sidebar menu with options: Home, My Account, My Details (highlighted), My Children, Daybook, Activities, My DMS, My Calendar, and Websites. The main content area is titled 'Parent Portal' and 'My Details'. It contains sections for 'My Details' (Address, Preferred Language, Language 2) and 'Email Addresses' (Father's Email, Mother's Email). A large white confirmation message box is overlaid on the 'My Details' section, containing the following text:

Please review the following critical details, to ensure that our records are up to date:

Your Contact Details, including 2 emergency contact telephone numbers in addition to the parent/guardian contact telephone numbers. Found in 'My Details' accessible from the Menu bar.

Each Child's Language Information, found within 'Pupil Details' (accessible from the home page) under the heading 'Pupil Details'. It is a statutory requirement for the school to capture the primary language each child speaks at home. If this is not English, the record should show a green tick next to the 'English as a second language', and identify the language(s) spoke in the 'First language' field. If this is not accurate please provide accurate details when prompted to submit updates.

Each Child's Medical Information, found within 'Pupil Details' (accessible from the home page) under the heading 'Medical Details'.

At the bottom of the message box is an 'OK' button, which is highlighted with a red rectangle. Below the message box, there is a link: 'Is any of this information incorrect? Request a Change'. At the bottom of the portal, there are links for 'Login History' and 'Reset Password'.



The recommended process is to close the dialogue box by clicking the 'x' in the top right hand corner, then check the required information is correct (see the following sub sections). Note down any details that need updating or adding and then you will be ready to complete the annual confirmation process.

In order to complete the annual data confirmation process, by either confirming that the data are correct or alerting us to any changes required, you must log out of the Parent Portal and then log in again for the dialogue box to reappear. If you have noted down any changes or additions, please enter them into the dialogue box and choose 'Send Update Request'. If you are happy that the data is correct without any amendments, choose 'I confirm that my details are correct'.

If you click 'I confirm that my details are correct' before you have checked all the necessary data, it is YOUR responsibility to ensure that you separately check those details and inform the school of any inaccuracies.

The following sub-sections detail where to find the data that you must check as part of the annual confirmation process. These details can be checked at any time, and you are at liberty to inform the school of changes at any point throughout the year. However, it is a requirement that you do it **at least** annually, at the start of the academic year.

a) Review and update your contact details

You can review and update your contact details at any time via the Parent Portal (see section 0).

b) Review and update your child's Medical details

You should review the Medical Details stored for your child in the Parent Portal, by navigating through 'Medical Details' on the side menu:

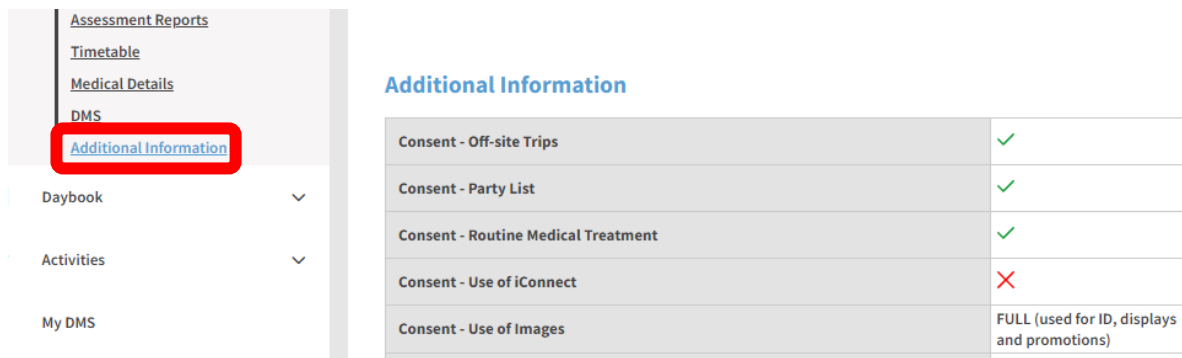
Medical Details	
NHS Number	
Allergies	
Ailments	
Medication	
Doctor's Details	Rudgwick Medical Practice, Rudgwick Medical Practice: 01403822103

Please ensure that any important medical information is noted for your child. As a minimum, we would expect all children to have their NHS Number and Doctor's Details populated. You can review and update your child's medical details at any time by emailing Matron (matron@pennthorpe.com).



c) Review and update your Parental Consent Status

You should review the Parental Consent Details stored for your child in the Parent Portal, by navigating through the 'Additional Information' menu item:



The screenshot shows the Parent Portal interface. On the left sidebar, the 'Additional Information' menu item is highlighted with a red rectangle. The main content area displays a table titled 'Additional Information' showing the status of various consent items.

Additional Information	
Consent - Off-site Trips	✓
Consent - Party List	✓
Consent - Routine Medical Treatment	✓
Consent - Use of iConnect	✗
Consent - Use of Images	FULL (used for ID, displays and promotions)

Your child's Additional Information may contain other data, in addition to your consent status.

If you believe that any of the information held is inaccurate, please contact a member of staff to update it (if it is medical data contact matron@pennthorpe.com, and for all other items contact enquiries@pennthorpe.com). Updates can be requested at any time. The key elements to check for the annual confirmation process are limited to the fields that start with the word Consent. Children only require iConnect Consent if they are in our EYFS, and children only require Off Site Trips Consent if they are in Year 1 or above.

If you require further information about what the data represents, please don't hesitate to get in touch (enquiries@pennthorpe.com).



d) Review and update your Child's Spoken Language(s)

You should review your child's Spoken Language(s) details, by navigating through the 'Pupil Details' menu item:

Boarder Status	Not a boarder
Ethnicity	
Part Time	✗
External	✗
Year Group	Year 4
Form	4B
Form Tutor	Mrs G Beaven
Form Room	Room 3, Clock Block, Pennthorpe School
House	PAL
Age	9 years 4 months
Class Type	
Nationality	British
English as Second Language	✗

It is a statutory requirement for the school to capture the primary language each child speaks at home. If this is not English, the record should show a green tick next to the 'English as a second language', and identify the language(s) spoke in the 'First language' field. If this is not accurate please provide accurate details to the school as soon as possible (enquiries@pennthorpe.com).