Insight Parents Platform

User Guide

How to logon & use insight
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Introduction
INSIGHT Parent Portal is designed to significantly improve the quality and accessibility of information for parents and carers.

Important note: If you have not yet received your login details, please check your email junk/spam mail. If you have any emails from our school regarding Insight/Pars/ParentPay, please move these into your safe senders list or main inbox.
1. Logging On

Log on to the portal via the link on home page of the school website.

- The login box below will come up for you to enter your username and password.
- If you have forgotten your password, click on the link below that says "Don’t know your password" to be sent a reminder.

Alternatively, go to https://insight.plumsteadmanor.com/ and enter the username and password supplied to you. You will be prompted to create your own password at first login, if you have not provided the school with an email address you will be sent a generated username with your password, you will be asked to provide an email address when you first log in to the system.

- Please keep this password secure and secret, as the Insight account contains personal and sometimes sensitive information about your children.
- Please do not let your children use your login – they have their own school username (short code i.e. 07GH01) and password to access their student accounts.

You can also download the Insight App by TASC from your App store, ensure you link the App to our school before you login: either by scanning the QR code on the login screen of your browser or by typing the following link into the insight web address box in settings: https://insight.plumsteadmanor.com/
1.2 Using Insight
When you log in to Insight the first thing you will see is the snapshot page this gives you an overview of information. Each tile you see you can click on to get more information. The Insight menu is divided into categories. Click on a category to see the menu items available in that category.

You will see a picture of your daughter/son, if you have more than one child switch to their Insight by clicking the drop down on your child's name. There are 5 main headings: General, Attendance, Behaviour, Assessment and Useful Links. Each one of the main headings have drop down menus giving you more options to choose what data you would like to view about your child.

1.3 General Tab
'General' contains the snapshot page, which gives an overview of your child's information. All general information such as your child's timetable, booking parents evening and homework set can be found under this category.

Timetable
The timetable screen shows the timetable for the current year. Clicking on the double arrow header at the top of the screen will allow you to scroll forward to future weeks or back to previous weeks.

Notices
Notices is a message page where you will find general letters or emails from the school.

Homework
This link is used to show homework set by staff for your child. You can see when homework is due to be completed, how long the teacher expects the student to spend on the task and any attached documents. As your child completes their homework, they should set the status to complete so you can keep track of their outstanding work.

Parents' Evenings - A guide to parents evening is in section 3.1
This screen allows you to view, add, delete or amend appointments with your child's teachers for Parents' Evening. Please try to stick to your appointment times as this helps to ensure the evening runs smoothly.
You can print your appointment lists at home by clicking on the 'download' icon in the parents' evening screen, You will be emailed your appointment lists on the day of the parents' evening. Please make sure you bring this with you!
You will be notified by SMS text message and/or email when bookings are open to parents.

Personal Details
This screen allows you to update the contact details that the school holds for you. All contact information you have provided to the school is shown here. Please make sure that we have your correct telephone numbers, postal and email addresses. If you need to update any of your details, please click on the links to let us know. All updates are passed on to our administration staff who will make the relevant changes.
**School Dinners**
This screen allows you to see your current ParentPay balance and what your child has eaten today.

```
Receipt: 2111382 - 22/03/2017

22/03/2017 12:34:15
Free School Lunch Receipt £2.00
TOTAL: £2.00
Current balance: £0.20
```

**Linked Teachers and Pastoral Team:**
Should you wish to contact any of your Childs teachers or pastoral team?

This will open a mini email window:
Timetables

View the timetable of your child.

Homework

View homework set for your child, you can also see if your child regularly does their homework or not.

Snapshot:
The snapshot gives an overview of your child’s information. If you have more than one child at the school, then you can switch between them by clicking on their name at the top of the screen. This is the first screen you see when you log on to your account.
1.4 Attendance Tab

Attendance
Clicking on the attendance tab gives you access to detailed analysis of your child’s attendance at school. All attendance related information can be found under this category.

- **Attendance Summary**: gives a daily record of morning and afternoon registration attendance since the start of the academic year, together with a weekly percentage summary.
- **Attendance Career**: gives a graphical view of your child’s attendance in each term since they joined Plumstead Manor School.
- **Lesson Summary**: gives a week-by-week record to lessons showing all 5 periods.
- **Extra Curriculum**: gives you all the clubs your child has attended.

1.5 Behaviour Tab

Behaviour
All behaviour related information can be found under this category.

- **Praise and Rewards**: gives a detailed list of incidents where positive behaviour has been acknowledged and rewarded. (See example below, the image below is showing an example of praise awarded to a child)
• **Conduct:** lists the bad conduct that has been awarded to your child and the outcome of the conduct awarded.

<table>
<thead>
<tr>
<th>Event date</th>
<th>Event time</th>
<th>Type</th>
<th>Recorder</th>
<th>Issued In</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/09/2016</td>
<td></td>
<td>excellent effort</td>
<td>Ms C. Ostermitz</td>
<td>General</td>
<td></td>
</tr>
</tbody>
</table>

• **Detentions:** lists the detentions that have been set for your child. Details of the date of the detention, location, reason, member of staff involved and confirmation of attendance are displayed.

<table>
<thead>
<tr>
<th>Detection</th>
<th>Issuer</th>
<th>Date Issued</th>
<th>Scheduled</th>
<th>Location</th>
<th>Reason</th>
<th>Attended</th>
<th>Reset</th>
<th>With</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal exclusion</td>
<td>Mrs E. Afford</td>
<td>29/09/2016</td>
<td>30/09/2016</td>
<td>H114 (H114 Room)</td>
<td>Not attended from 29/09/2016</td>
<td>Unknown (9)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C3 detention</td>
<td>Miss J. Lusell</td>
<td>27/09/2016</td>
<td>28/09/2016</td>
<td>K208 (K208)</td>
<td>Not attended without reason</td>
<td>Unknown (9)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C4 detention</td>
<td>Mrs E. Afford</td>
<td>27/09/2016</td>
<td>28/09/2016</td>
<td>K208 (K208)</td>
<td>Not attended without reason</td>
<td>Unknown (9)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C3 detention</td>
<td>Ms E. Bab-</td>
<td>26/09/2016</td>
<td>27/09/2016</td>
<td>K208 (K208)</td>
<td>Attendance</td>
<td>Unknown (9)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C3 detention</td>
<td>Ms K. Buttle</td>
<td>26/09/2016</td>
<td>27/09/2016</td>
<td>K208 (K208)</td>
<td>use of inappropriate language/C3 detention</td>
<td>Unknown (9)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. **Siblings and Parental Responsibility**

Insight accounts have been set up for all contacts with priority 1 and parental responsibility listed on our records. You should see siblings already linked at the top of each page by your child picture. If that is not the case and you have received multiple usernames and passwords for your children, please contact insightsupport@plumsteadmanor.com. Please note, for data protection reasons we can only create an Insight account for someone with parental responsibility for a child. Please contact the school if you have any questions about this.
3. Useful Links

This provides quick links to the most use websites and guide.

3.1 Parents’ Evening Booking Guide

Browse to [https://insight.plumsteadmanor.com](https://insight.plumsteadmanor.com) or open the Insight App.

**Step 1:** Login to Insight

**Step 2:** Click on general and select Parents’ evening.
Step 3:
The parents' evening page will open.

You will see a list of the staff you can make bookings with on the right side of the page. The left side of the page shows the bookings you have already made. You can make bookings with staff by clicking on the time slot that you want. Only available slots will be shown, and they are always allocated on a first-come first-served basis. If you have a booking with a member of staff, a tick will appear next to that staff member's name.

A download button appears at the top right of the page. This can be used to download the list of bookings for the user. If a supporting document has also been added for the evening, then this will be available by clicking the Download button.

Step 4:
Optional
Parental agenda setting - if turned on you will see an Agenda button, here you may add notes to the booking to notify the teacher in advance of any issues you would like to speak about.

3.2 Problems and Feedback
We hope that you will find Insight easy to use. If you encounter any problems with the system, please contact the Insight administrator via email at Insightsupport@plumsteadmanor.com. We would also be grateful for any feedback about Insight to help inform our future development of the system.