

Who do I contact?

All email addresses are at the top of the Insight page

Concerns about Behaviour and Attendance

Arden: abaa@parkhall.org

Bradford: bbaa@parkhall.org

Jaguar: jbaa@parkhall.org

Spitfire: sbaa@parkhall.org

Concerns about Learning and Progress

Arden: alap@parkhall.org

Bradford: blap@parkhall.org

Jaguar: jlap@parkhall.org

Spitfire: slap@parkhall.org

Technical Support Issues

technicalsupport@parkhall.org

Any problems with logging in, usernames, passwords or error messages should be sent to this address rather than Heads of House.

So that you don't miss important emails from us please add technicalsupport@parkhall.org to your contact list so that our emails don't end up in your Spam filter.

Polite Reminder.

You will only receive log in details once we have your email address. If you wish to have access to Insight but have not yet provided your email address please contact Academy reception. When speaking to the reception staff please request a username and password email and one will be sent to you.



Parent/Carers guide to Insight

The screenshot shows the login page for Park Hall Academy's Insight system. At the top, it displays the school's name, headteacher (Mr T. Morrison), and contact information. Below this is a "Login" section with fields for "User Name" and "Password", a "Remember me" checkbox (checked), and a "Log in" button. There is also a "Forgotten your password?" section with a "Submit" button.

The website address for Insight is <https://parents.parkhall.org/insight>

You can log in to the system using your personal log in details, these will be emailed to you when you provide us with your email address. If you have already provided an email address your username and password will have been sent to you on the same day as you receive this guide. There will be one log in account per household, sent to the parent you indicated was the priority contact. We ask that you do not share your log in details with anyone outside your family.

You can change your password after the first log in to something more memorable.

Sometimes the system runs slowly, as the data has to be pulled from our systems. Please be patient especially at peak times in the evening when there could be up to 900 families trying to gain access.



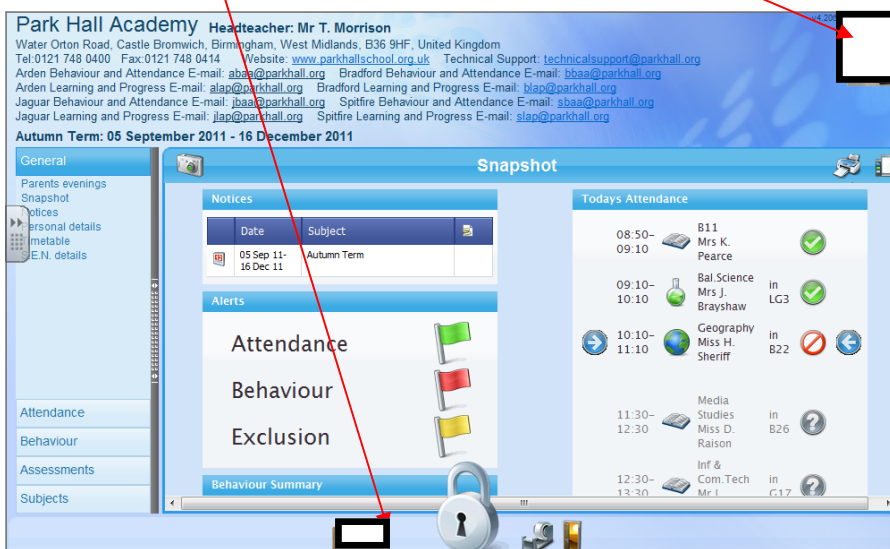
To contact school about anything to do with Behaviour and Attendance, please email the student's BAA Head of House. For queries regarding Learning and Progress please contact the LAP Head of House. Links to the correct email can be found at the top of the screen.

For technical support please use the Tech support email address.

The home screen shows all of the students that you have told us you have parental responsibility for. Their pictures are along the bottom of the page.

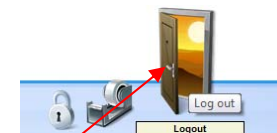
You can view each student's record by clicking on their photograph

The picture in the top right corner shows you which student you are viewing.



Logging out

When you have finished looking at the student's data, please ensure you log out of Insight by selecting the door at the bottom of the page. This symbol will periodically appear to remind you to log out.



Future Developments

We hope that in the future Insight will enable you to book parent's evening appointments. Feedback from our Pilot study suggests that our parents/carers would find this useful, as a result we will look into implementing this next year.

Troubleshooting Advice FAQ

It sometimes takes a long time to load data—The portal takes information from all our systems so some delay is unavoidable. However logging on during out of school hours will greatly improve the speed.

I need to inform the Academy of a change of contact details or an absence from school—Please contact the Academy Office as usual to ensure the changes are recorded. Telephone 0121 748 0400.

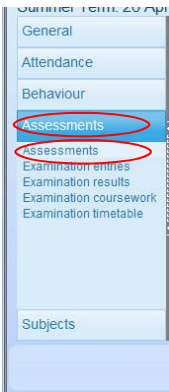
The student has an old photograph— We use school photographs on our systems, if the student was absent for the most recent photograph Insight retains the previous version.

I am concerned about the student's Learning and progress — Please contact the student's Head of House, instructions can be found on the last page of this guide. We use a House system to ensure we are aware of all concerns centrally, Heads of House will discuss your query with subject staff and reply to you directly.

I am concerned about the student's Behaviour and Attendance—Please contact the student's Head of House, instructions can be found on the last page of this guide. We use a House system to ensure we are aware of all concerns centrally, Heads of House will discuss your query with subject staff and reply to you directly.

Park Hall Academy

Assessment



Select Assessments, then Assessments from the side menu. This area displays the data we collect every half term in subject order.

Click the small + sign next to the subject to see a more detailed view. Key terms you may need to know are;

Pred = Predicted

EOC = End of Curriculum (this will be either; end of KS3 Yr. 8 age 13, end of KS4 Yr.11 age 16 or end of KS5 Yr. 13 age 18)

EOY = End of Current Academic Year

Effort = a number from 1 to 4, 1 being the best 4 being the worst.

Attainment = Level or Grade the student is currently working at.

A screenshot of the 'Assessments' page. The left sidebar shows the 'Assessments' menu item highlighted. The main content area shows a list of subjects with a '+' icon next to 'Subject: Art'. Below this is a table with columns: Subject Code, Element, Result Date, and Result.

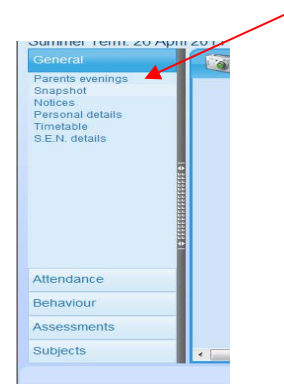
Subject Code	Element	Result Date	Result
Sc	Effort Science	11/10/2010	3
Sc	Effort Science	07/12/2010	2
Sc	EOC Pred Grade - KS4 Science	31/03/2011	C
Sc	Effort Science	16/05/2011	2
Sc	Effort Science	11/02/2011	2
Sc	EOC Pred Grade - KS4 Science	16/05/2011	C

Menu

The menu on the left is always visible and gives you a number of options. General, Attendance, Behaviour, Assessment and Subjects.

General

You may find inaccuracies with contact phone numbers, as we find parents/carers change their mobile and occasionally forget to let us know. If you need to update any details, please contact Academy reception as explained on the back page.



A Snapshot

The most useful screen you will find is in the General: Snapshot area. This will show students attendance and behaviour. We have found that these are the two most common sets of data parents request.

A screenshot of the 'Snapshot' page. The left sidebar shows the 'General' menu item highlighted. The main content area shows a table of notices and a list of today's attendance.

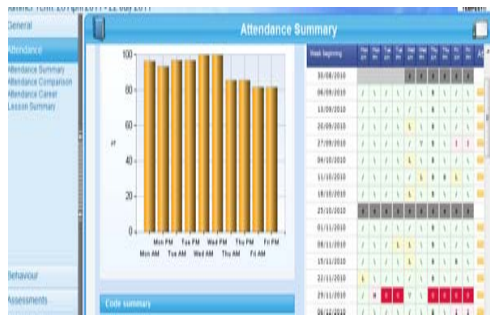
Date	Subject
05 Sep 11-16 Dec 11	Autumn Term

Time	Subject	Teacher	Location	Status
08:50-09:10	B11	Mrs K. Pearce		✓
09:10-10:10	Bal Science	Mrs J. Brayshaw	in LG3	✓
10:10-11:10	Geography	Miss H. Sherff	in B22	✗
11:30-12:30	Media Studies	Miss D. Ralson	in B26	?
12:30-13:30	Inf & Com. Tech	Mr I.	in C17	?

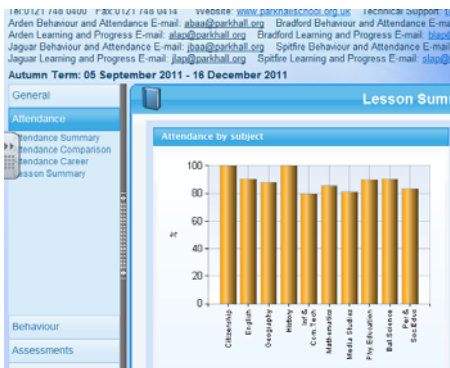
More specific information can be found too.

Attendance

This section gives you all the information you need about the student's attendance. Please be aware that sometimes our attendance systems may not update immediately and so can change during the Academy day. These changes typically occur within 24 hours. Therefore, we would appreciate anyone spotting a problem to wait for 24 hours before contacting us to see if it had been resolved by our system updating. However, if you have a very urgent and real concern, please contact the school reception who can check and verify the attendance of your child.



You can also select to see attendance by lesson summary, or in comparison with the rest of the students in the form group or the year group.

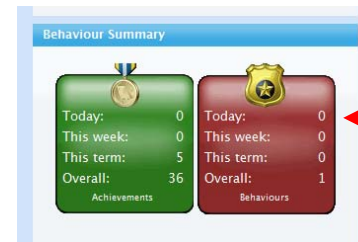


Blue—Student
 Yellow—form
 Red—Year group

Behaviour

This section will give you an overview of positive and negative behaviours.

At Park Hall Academy we realise it is the teacher's responsibility to praise and reward students whenever possible. This may be during lessons, when marking exercise books or for being a good citizen. Rewards, praise and encouragement are amongst the most powerful aids to teaching and when used effectively they have a big impact on the positive ethos of the school. The Academy collects data from online monitoring systems and student planners. All merits collected in planners are transferred to the monitoring system meaning every positive counts toward behaviour points. This data is then used to celebrate student success at the Academy each term. The totals you see on the summary are a collation of all these positive points.



You can find this quick overview in the General: Snapshot area of the site or, for a more detailed view, click on

Behaviour: Achievements

Event Date	Type	Outcome	Points	Issued In	Location	Recorder
06/10/2011	Not Specified Good Effort	Logged on file: 2011-10-06	1	History	Classroom	McConaghy, Katharine
06/10/2011	Not Specified Good Effort	Merit 2011-10-06	1	Bal.Science	Classroom	Brayshaw, Joanna
23/09/2011	Not Specified Positive Attitude	Merit 2011-09-23	1	Bal.Science	Classroom	Brayshaw, Joanna
21/09/2011	Not Specified Good Achievement, Positive Attitude	Merit 2011-09-12	2	Media Studies	Second Floor Blue Wing	Rason, Danielle
12/09/2011	Not Specified Positive Attitude, Good Effort		2	English	Classroom	Saltheil, Nicola