Insight Parent Portal : User Guide
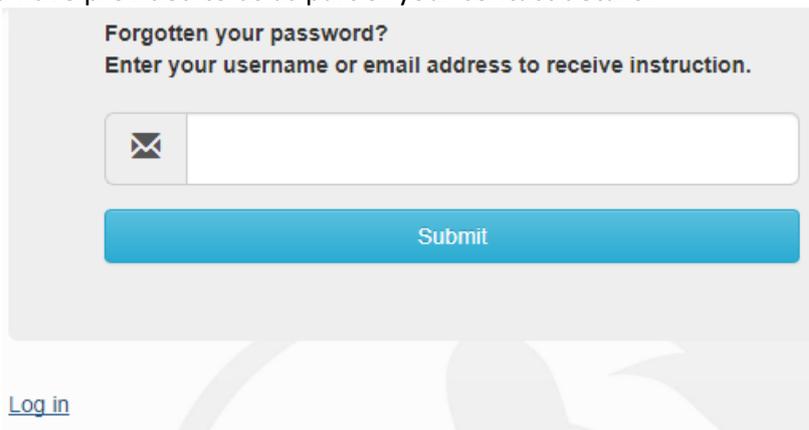
Logging on for the first time

1. Go to https://tasc.churchill-academy.org/INSIGHT and you will see this screen:
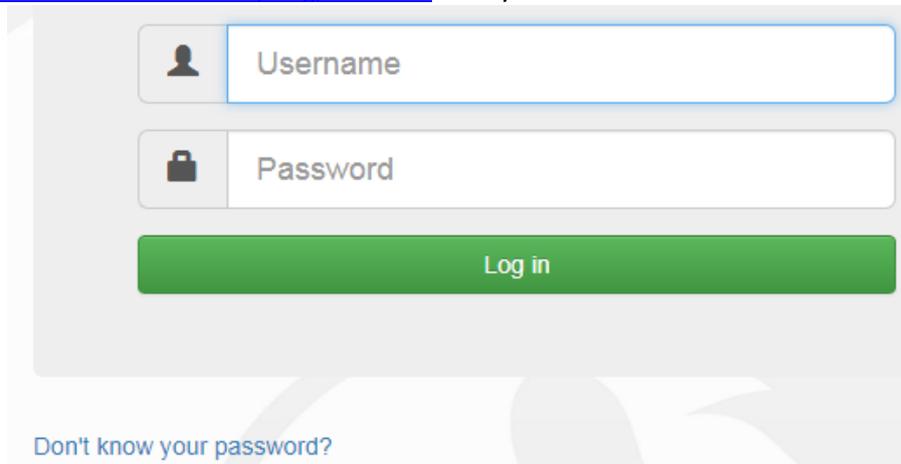
2. Click on the **"Don't know your password?"** link.
3. Enter the email address you currently use for SMILE. If you have never used SMILE, please use the email address you have provided to us as part of your contact details.

4. Click "Submit".
5. Go to your email inbox and find the reset password email that has been sent to you from **Insight**, it will read like the following example but showing *your* personal login details:

> Please return to the site and log in using the following information:
>
> User Name: anemailaddress@server.co.uk
> Password: CNDXCXU

6. Go back to the login screen and enter your email address (user name) and your temporary password supplied in the Insight email.
7. Change your password to a secure password of your choice.

Problems logging on or using Insight?

We hope you can appreciate there may be a few teething problems during the first few weeks. Please email insight@churchill-academy.org with your problem or query and it will be dealt with by the Admin Team in strict order. Please do not telephone as we do not have capacity to deal with queries in this way. Your help and co-operation is much appreciated.

Logging On

Go to https://tasc.churchill-academy.org/INSIGHT/Info.aspx and enter your username and password. 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 – their school usernames and passwords will allow them to log on to their own student accounts with access to all relevant information on a read-only basis via the Insight portal.

Snapshot
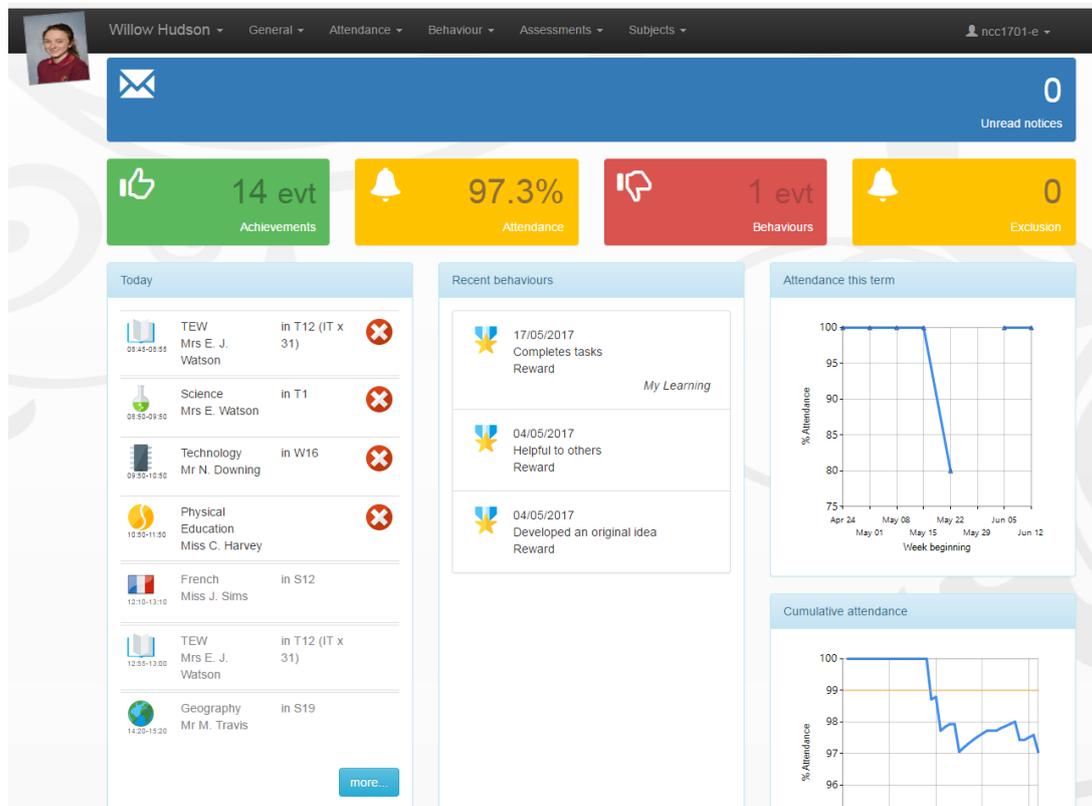
Snapshot gives an overview of your child's information. If you have more than one child at the school then you can switch between them by clicking on their photographs at the top of the screen. The menu across the top allows you to look in more detail at the information in Snapshot.

Personal Details

This screen allows you to update the contact details that the school holds for you. You will only see your own details here. The academy's main system holds the information of any other contacts you have advised us of on your admission form. 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 admin staff who will make the relevant changes. If you want to add new contacts or change information for other existing contacts, please contact the school.

Notices

This panel provides a reminder of key dates from the school calendar.

Timetable

The timetable screen shows the current day and whether it is week 1 or week 2 in our two-week timetable cycle. Use the red double arrows at the top corner of each screen to look at the week ahead or week past.

SEND Details

This screen will show any identified and recorded special educational needs, including Aspiring Student status.

Homework

This screen shows any homework set by staff.

Parents' Evening

This screen allows you to view appointments for parents' evenings. This is where you make appointments and amend existing ones. Insight automatically puts a five-minute break between appointments to allow for travelling time. 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. 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.

Options Offer

This tab will only be visible when an options process is in place. This happens for Year 11 opting for Sixth Form courses, and for Year 8 opting for Key Stage 4 courses. The screen allows you to choose your options online. A separate sheet of guidance and deadlines will be issued for this process.

Attendance

Clicking on the attendance tab gives you access to detailed analysis of your child's attendance at school to date.

Attendance Summary: gives a daily record of am and pm attendance along with a weekly percentage.

Attendance Comparison: gives a graphical view of your child's attendance compared with the overall attendance of his/her tutor group and year group for reference.

Attendance Career: gives a graphical view of your child's attendance in each term during their time at Churchill.

Report absences: you can use this service to provide a reason for an absence in the past ("Historical Absence", which includes "today"), or to give the school notice of "planned absence" in the future. If your child is unwell, please notify the school using this function, if possible before 8.30 am. All information entered in this page is sent securely to our attendance administrator in school who will record the reasons provided.

Holiday Requests: Please note that it is not possible to request holiday absence through Insight as family holiday must not be taken during term time.

A word about attendance: high attendance is a key factor in academic success. If at all possible, all students should aim for 100% attendance. We monitor attendance carefully and Ann Brock our Attendance Administrator, will follow up students whose attendance falls below acceptable levels.

Behaviour

The behaviour tab provides details of school rewards and sanctions issued:

Rewards: gives a detailed list of school commendations, positive behaviour slips and postcards home.

Detentions: a record of any Whole School (Tuesday night) detentions issued.

Exclusions: a record of any internal and external fixed term exclusions from school.

For more details about our behaviour policy, see the relevant page on the school's website at http://www.churchill-academy.org/docs/policies/Behaviour___Discipline_Policy___Guidelines_-_2017.pdf

Exams and Results

This tab provides information about current examination entries, results to date and examination

Reports

This tab allows access to the most recent report from school. You can print or save any of these reports to your home computer using the icons. You will be informed by email when a new school report is published in Insight.

Options

Within the options offer screen, you can make your choices by clicking the icon next to the subject you want to opt for. Navigate between different options using the tabs at the top. Your options are automatically saved. Options Offer only appears in menus when there is an options process live.

Siblings and Parental Responsibility

Insight accounts have been set up for all contacts with parental responsibility listed in our records. You should see siblings already linked at the top of each page. If that is not the case and you have received multiple usernames and passwords for your children, please use the "Merge Accounts" tool to connect two accounts together under a single login.

Please note, we can only create an Insight account for someone with parental responsibility for a child, for data protection reasons. Please contact the school if you have any questions. If you need to update our records, please do so via Insight or email Mrs Sally Mathias on admissions@churchill-academy.org.

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 Administration Team on insight@churchill-academy.org. Your query will be dealt with in strict order.

We would also be grateful for any feedback about Insight to help inform our development of the system in future. Please address any feedback to Mrs Jane Shipway, Data Manager on email insight@churchill-academy.org.