

## Insight Parent and Carer User Guide

### Username and password

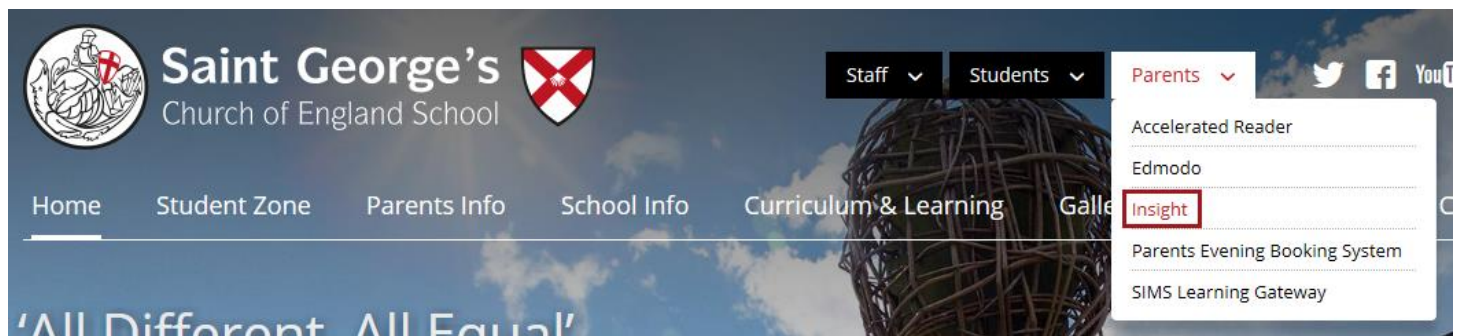
You will receive your username and password via email. In the event that the school has no email address recorded, you will receive your log-in details via text or letter.

### Logging in

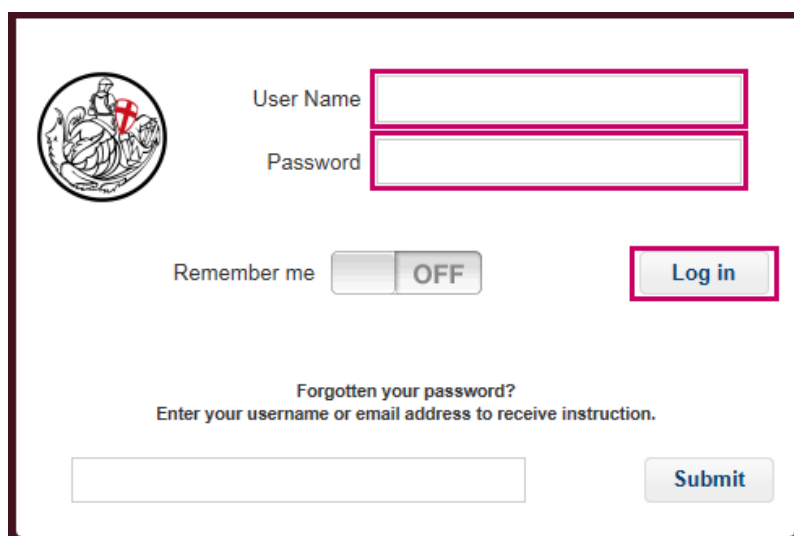
Logging in to Insight assumes that you have read and agreed to the Insight Acceptable Use Policy, available on the [School Website under Parents Info/Insight](#) (or click to follow link).

To log in, access the Saint George's School home page by typing the address below into the address bar of the web browser, select **Parents, Insight** at the top of the page by hovering the mouse over the drop down arrow and select **Insight**:

<http://www.saintgeorgescofe.kent.sch.uk> (or click to follow link)



Enter the username and password that you have been issued with and click **Log in**.



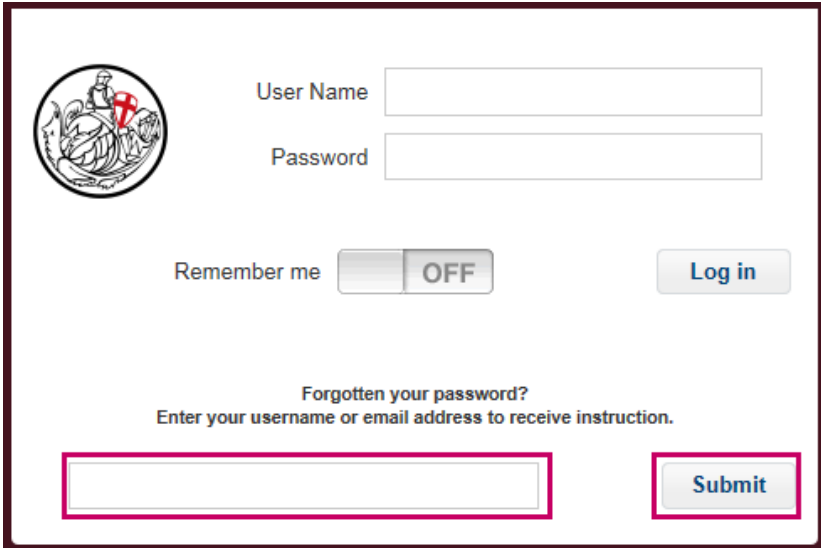
You will be prompted to create your own password at initial log-in. Your password must be **at least 7 characters**.

- Please keep this password secure and secret, as the Insight account contains personal and sometimes sensitive information about your child.
- Please **do not** let your child use your log-in – 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.

### Forgotten password

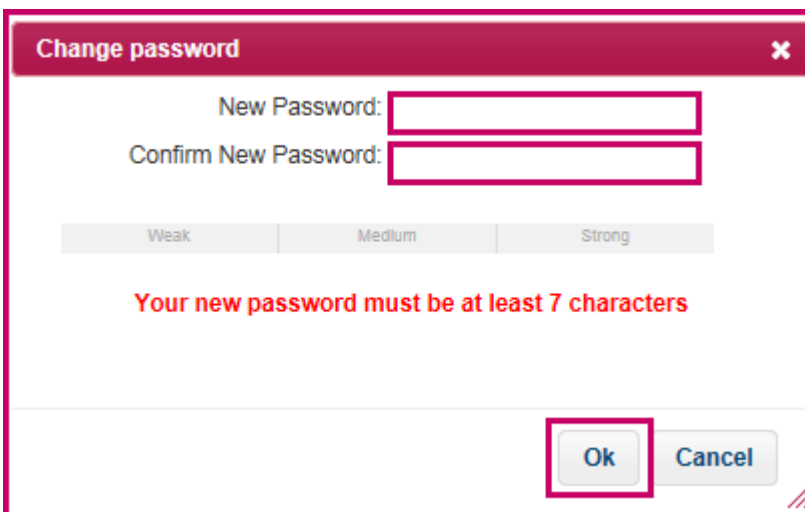
If you have forgotten your password, please enter your username or email address in the box on the login page and click submit. Password reset instructions will be sent to you via email.



The screenshot shows a login interface with a circular logo on the left. It includes input fields for 'User Name' and 'Password', a 'Remember me' toggle set to 'OFF', and a 'Log in' button. Below these is a section titled 'Forgotten your password?' with the instruction 'Enter your username or email address to receive instruction.' This section contains a text input field and a 'Submit' button, both highlighted with a red border.

### Password change

If you need to change your password, click on the padlock icon at the bottom of the screen, type in your new password when prompted, re-enter it to confirm and click **Ok**.



The screenshot shows a 'Change password' dialog box with a red header and a close button (X). It contains two input fields: 'New Password:' and 'Confirm New Password:'. Below the fields are three radio buttons labeled 'Weak', 'Medium', and 'Strong'. A red message states 'Your new password must be at least 7 characters'. At the bottom right, there are 'Ok' and 'Cancel' buttons, with the 'Ok' button highlighted by a red border.

## Logging out

Please ensure that you log out of Insight when you have finished using it. To log out, click the open door icon at the bottom of the screen.



The menu is on the left hand side, the options are:

### General

### Attendance

### Behaviour

### Examinations

### Reports

The **Snapshot** screen under the **General** tab will be the screen that you see when you log-in, please see the screen shot below.

## General

**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 bottom of the screen.

**Alert flags** are visible beside Attendance and Behaviour. A green flag indicates acceptable, a yellow flag indicates cause for concern and a red flag indicates unacceptable attendance or behaviour. To view the criteria, hover the mouse over Attendance, Behaviour or a flag.


**Snapshot**


**Notices**

Currently in Year 9

Date	Subject	Files
01 May 15-31 Jul 15	Summer Exams	
04 May	Bank Holiday	
Early May bank holiday		
23 May 15-31 May 15	May Holiday	

**Alerts**

Attendance 

Behaviour 

**Alert flags**

**Today**

Time	Subject	Teacher	Class	Status
08:40-08:50	Tutor Group	Miss N. King	in 27	Green flag
08:45-08:55	Blue 2	Mrs K. Higson	in 27	Green flag
08:50-09:50	Science	Mr J. Van Der Byl	in 17	Green flag
09:50-10:50	Science	Mr J. Van Der Byl	in 17	Green flag
11:10-12:10	Mathematics	Miss C. Lucas	in M1	Green flag
12:10-13:10	English	Mr R. Lecomber	in R8	Green flag
12:55-13:00	Blue 2	Mrs K. Higson	in 27	Green flag
13:50-14:50	Science	Mr A. Arbiter	in V8	Green flag
14:50-15:10	Tutor Group	Miss N. King	in 27	Green flag






**Attendance This Term**

% Attendance

Apr 20 Week beginning Apr 27

**Behaviour Summary**

Category	Today	This week	This term	Overall
Achievements	0pts	1pt	1pt	80pts
Behaviours	0pts	0pts	1pt	3pts

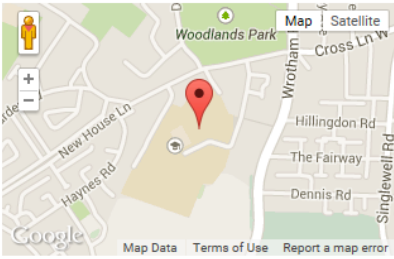
**Switch between siblings**     

## School Details

Address and contact details for the school. There is facility here to contact the school via email.

### School details

#### Find us



**Address:** Saint George's Church of England  
School  
Meadow Road  
Gravesend  
Kent  
DA11 7LS  
United Kingdom

**Tel:** 01474 533082  
**Fax:** 01474 533844

#### Contact us

**Type your message in here. Please include your name and your child's full name, year group and registration group.**

## Notices

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

## 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 school's main system holds the information of any other contacts you have advised us of as per the 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 administration 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.

## Timetable

The timetable screen shows the current day and whether it is week A or week B in our two-week timetable cycle. Use the double arrows at the top corner of each screen to look at the week ahead or the previous week. Use the grey scroll bar on the right hand side to scroll up or down through the days of the week. Each tutor group and lesson is shown with the class, teacher and registration mark. Click on the teacher name to contact the teacher via email.

## Linked adults and agencies

Lists your child's teachers and subjects, with the facility to contact them via email (please include your child's details in the email).

## Homework

Details any homework set for your child. It automatically defaults to the **Timeline** view, current day/week. Click on the homework to view more details. You can navigate through the calendar using the arrows in the left corner. To view a list of homework click on the **List** tab and use the + and - arrows to expand or hide the homework tasks. You can switch between the **Timeline** and **List** views by clicking on the relevant tab, the selected tab is red and the other tab is white.

## Attendance

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

**Attendance Summary:** shows a daily record of am and pm attendance along with a weekly percentage. Use the grey scroll bar on the right hand side to scroll down the page to view the **Code summary** key and graphical analysis.

**Attendance Comparison:** displays 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:** displays a graphical view of your child's attendance in each term during their time at St George's C of E School.

**Lesson Summary:** shows a daily record of lesson attendance along with a weekly percentage. Use the grey scroll bar on the right hand side to scroll down the page to view the **Code summary** key and graphical analysis.

**Report Absences:** you can use this service to provide a reason for absence in the past ("Historical Absence", which includes "today"), or to give the school notice of "planned absence" in the future. Please complete all the fields, including the reason in the box and click **Update**. If your child is unwell, please notify the school using this function, if possible before 9.00 am. All information entered in this page is sent securely to our attendance officer in school who will record the reasons provided.

Historical absence  Planned absence

On what date did the absence begin?

On what date did the absence end?

*If the absence is still ongoing, please enter the date that you expect it to end.*

What is the reason for the absence?

Type in reason for absence here

[Update](#)

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

**A note 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 will follow up students whose attendance falls below acceptable levels.

For more details about our Attendance Policy, please go to **School Info, Policies** on the School website, or click here: [School Info/Policies](#).

## Behaviour

The behaviour tab provides details of school achievement and behaviour points issued throughout the current academic school year.

**Achievements:** shows a detailed list of achievement points awarded. Use the grey scroll bar on the right hand side to scroll down the current page and use the arrows < > at the bottom of the page to scroll through the pages. The total count of incidents and total points is displayed at the bottom of the page.

**Behaviours:** shows a detailed list of behaviour points awarded. Use the grey scroll bar on the right hand side to scroll down the current page and use the arrows < > at the bottom of the page to scroll through the pages. The total count of incidents and total points is displayed at the bottom of the page.

The net behaviour points is not displayed, but this is the total number of achievement points minus the total number of behaviour points for the current academic school year.

For more details about our Behaviour and Rewards Policy, please go to **School Info, Policies** on the School website, or click here: [School Info/Policies](#).

## Examinations

The examinations tab provides information relating to examinations and key stage results.

**Examination entries:** displays a detailed list of current external examination entries.

**Examination results:** displays a detailed list of all external examination results to date.

**Key stage results:** displays a detailed list of all Key Stage results to date that we have on record for your child. Key Stage 1 is Reception to end of Year 2, Key Stage 2 is Year 3 to end of Year 6, Key Stage 3 is Year 7 to end of Year 9, Key Stage 4 is Year 10 to end of Year 11 and Key Stage 5 is Year 12 to end of Year 13. Key Stage results achieved prior to admission will only be available where they have been received from the previous school.

**Examination timetable:** displays your child's external examination timetable, where relevant.

For each of the options above, use the grey scroll bar on the right hand side to scroll up or down the current page and use the arrows < > at the bottom of the page to scroll through the pages.

## Reports

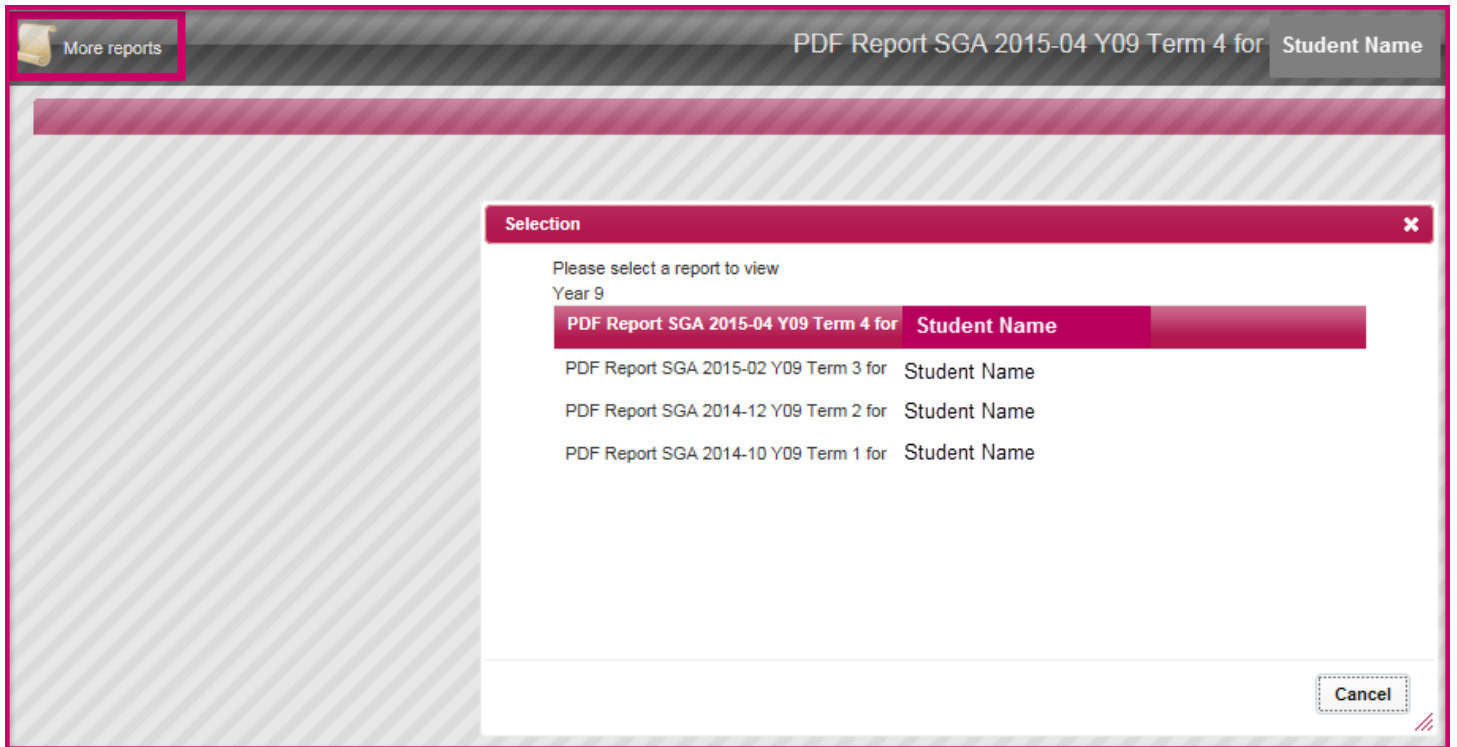
The reports tab allows access to your child's school report.

**Reports:** allows access to the most recent report from school. Click **Open** to view the report. Hover the mouse over the bottom of the report and the grey Acrobat toolbar will appear, (**please note** - depending on the operating system you are using you may have a different built in PDF viewer). Here you can save, print, navigate through the pages and zoom in and out.

Acrobat toolbar:



Clicking on the **More Reports** icon will take you to a record of all reports held on file. Select the report to view. You can print or save any of these reports to your home computer using the icons on the grey Acrobat toolbar. You will be informed by SMS text message or email when a new school report is published in Insight.



## Siblings and Parental Responsibility

Insight accounts have been set up for all parents/guardians with parental responsibility with whom the child is resident and are registered as the priority one parent/guardian on our system. Where parents do not live together, each parent will receive a separate username and password.

If you have parental responsibility for more than one child at this school, you should see siblings already linked at the bottom of each page. If that is not the case and you have received multiple usernames and passwords for your children, **please notify the school by emailing [insightsupport@saintgeorgescofe.kent.sch.uk](mailto:insightsupport@saintgeorgescofe.kent.sch.uk)**. You can then use the **“Merge Accounts”** tool, (the icon resembles a sellotape dispenser), to connect two accounts under a single login. Enter the other account username and password and click **Ok**.

A screenshot of the 'Merge accounts' dialog box. The dialog has a title bar that says 'Merge accounts' and a close button (X). Inside the dialog, there are two input fields. The first is labeled 'Other account name:' and the second is labeled 'Other account password:'. At the bottom of the dialog, there are two buttons: 'Ok' and 'Cancel'.



