



**On-line Reporting
SIMS Learning
Gateway (SLG)
Track my child**

User Guide for Parents

Introduction

Welcome to Christleton High School's SIMS Learning Gateway (SLG).

SIMS Learning Gateway is a web-based system enabling you to access your child's data, via the internet.

Initially, the data available will include information about:

- basic student record
- attendance
- assessment levels
- timetable
- homework tracker

As we develop the system, we plan to add new features, providing you with more information about your child's education.

Please note that in this guide, any personal details of a student or parent have been 'Censored' in order to comply with the Data Protection Act.

We hope that you will find this guide useful and would welcome any feedback. Please email comments and suggestions to slg@christletonhigh.co.uk.

Password Security

Please ensure that your username and password are only known to yourself and are kept in a secure place.

It is **important** that you always keep your individual user name and password confidential and they should **never** be shared.

As soon as you are issued with a password please can you login as soon as possible, as the password will expire after a few months.

If you are experiencing any problems, please email

slg@christletonhigh.co.uk

Getting Started

Visit the school website www.christletonhigh.co.uk

Click on Parents/Track my child - Sims Learning Gateway

You will then be asked to log on as shown below:

Enter your Username & Password. These will be sent to you on separate occasions. Please note that the password is case sensitive; ensure this is entered correctly. "Log On"

Please do not tick this box: Log in successfully first, before changing your password via the "My Account" page.

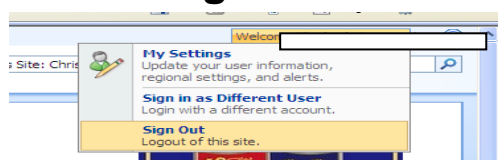
Please note: Sometime parents when first logging on may find another box appears asking for old password, this will be the password you have been emailed and just used. You then can change the password.

Back buttons: Do not use!

Using the back button within your internet browser will have strange results; please do not use it when navigating the SLG.

At the bottom of each page you will find a hyperlink to take you back to the previous page or use the links in the left-hand menu.

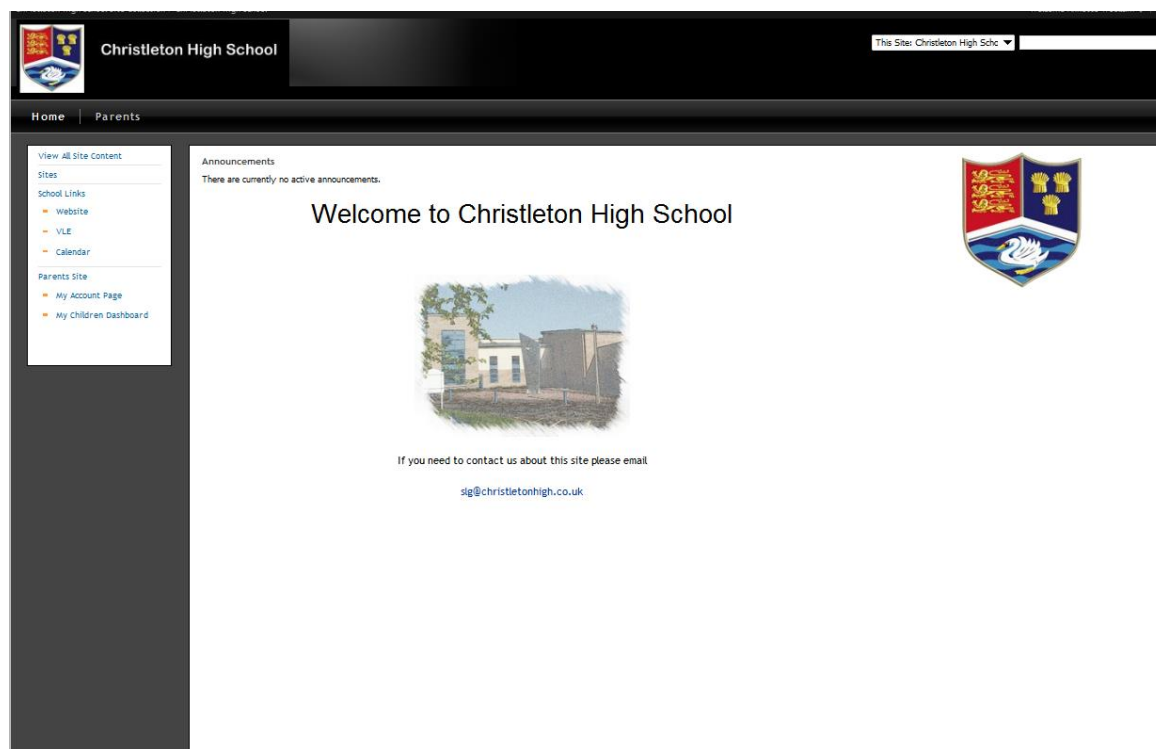
How to logout



The "Sign Out" option is accessed from a drop-down arrow to the right of your name. This is located at the top right-hand corner of the screen.

SLG Homepage

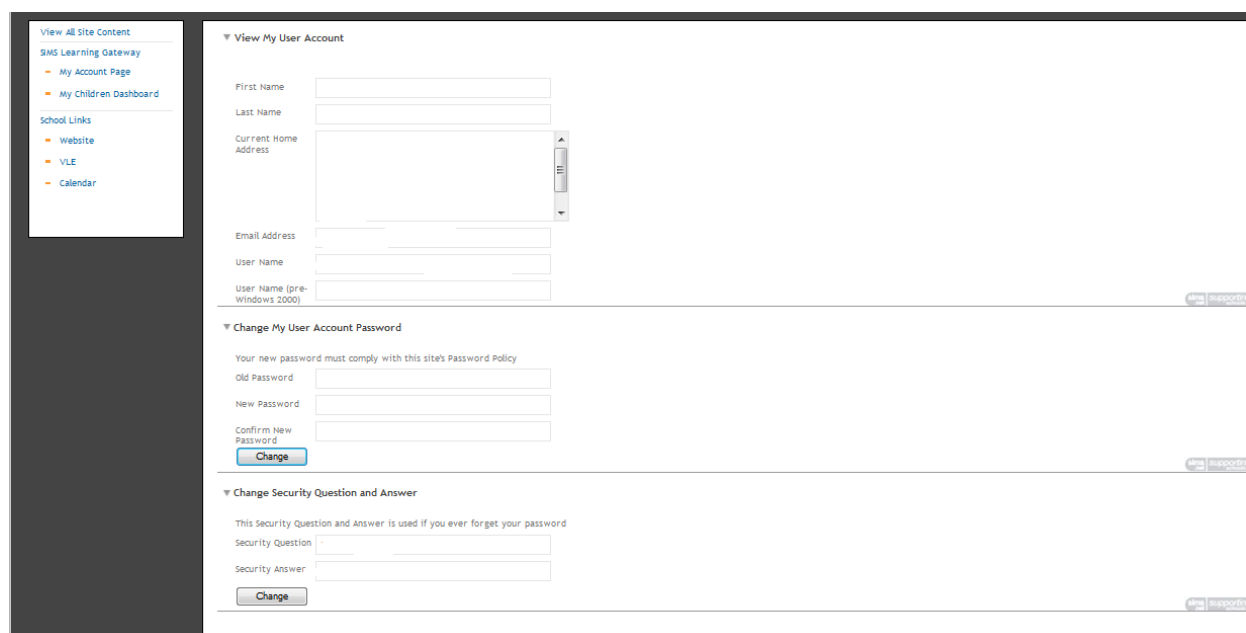
This is the first page you will see once signed in.



The screenshot shows the SLG homepage for Christleton High School. At the top left is the school's logo and name. A navigation bar includes 'Home' and 'Parents'. A sidebar on the left contains a 'View All Site Content' menu with categories like 'Sites', 'School Links', and 'Parents Site'. The main content area features a 'Welcome to Christleton High School' message, a photograph of the school building, and contact information: 'If you need to contact us about this site please email slg@christletonhigh.co.uk'. An 'Announcements' section indicates no active announcements. The school crest is displayed on the right.

My Account Page

From the SLG homepage - click 'My Account Page' you will see the following page.

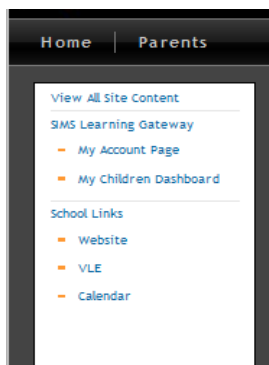


The screenshot displays the 'My Account Page' with three main sections: 'View My User Account', 'Change My User Account Password', and 'Change Security Question and Answer'. The 'View My User Account' section includes input fields for First Name, Last Name, Current Home Address, Email Address, User Name, and User Name (pre-Windows 2000). The 'Change My User Account Password' section features a note about password policy and fields for Old Password, New Password, and Confirm New Password, with a 'Change' button. The 'Change Security Question and Answer' section includes a note about the security question's purpose and fields for Security Question and Security Answer, also with a 'Change' button. A sidebar on the left shows the 'My Account Page' link selected in the 'Parents Site' menu.

Forgotten your Password?

It is strongly recommended that you set up a Security Question and Answer. If in the future, you forget your password, a new one can be emailed to you; however, you will need to verify your ID by correctly answering the pre-set security question

My Children Dashboard



By clicking the 'My Children Dashboard' from the SLG homepage you will see the following page. **Please note** – If you have more than one child attending the school they should all appear on the My Children Dashboard screen - let us know if this is not the case. At the bottom you can access homework.



Today's Attendance

Attendance input fields for Michael.

Michael's attendance for today

No attendance recorded for Michael today

[History](#)

Events

Events from : Last 7 Days


There are no events recorded for selected range.

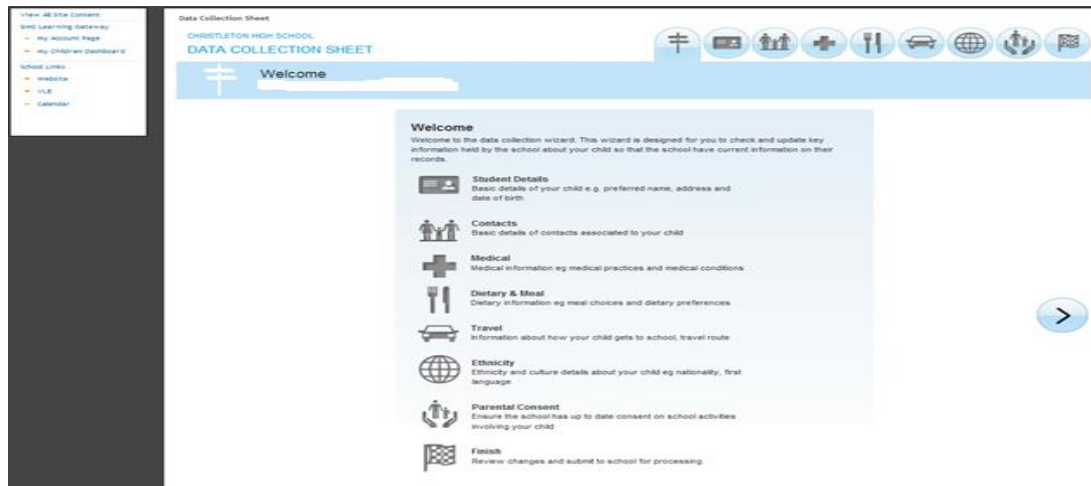
My Children Links

MICHAEL	LOUISE
Student Dashboard	Student Dashboard
View Reports	View Reports
Home work	Home work
Data Collection Sheet	Data Collection Sheet

My Children Links

Data Collection Sheet – Viewing and amending details

From the 'My Children links' on the 'My Children Dashboard' page you can check students details are correct, use  go through all the pages and then press finish. This will be sent automatically send changes to SIMS for updating.



View All Site Content
SMS Learning Gateway
- My Account Page
- My Children Dashboard

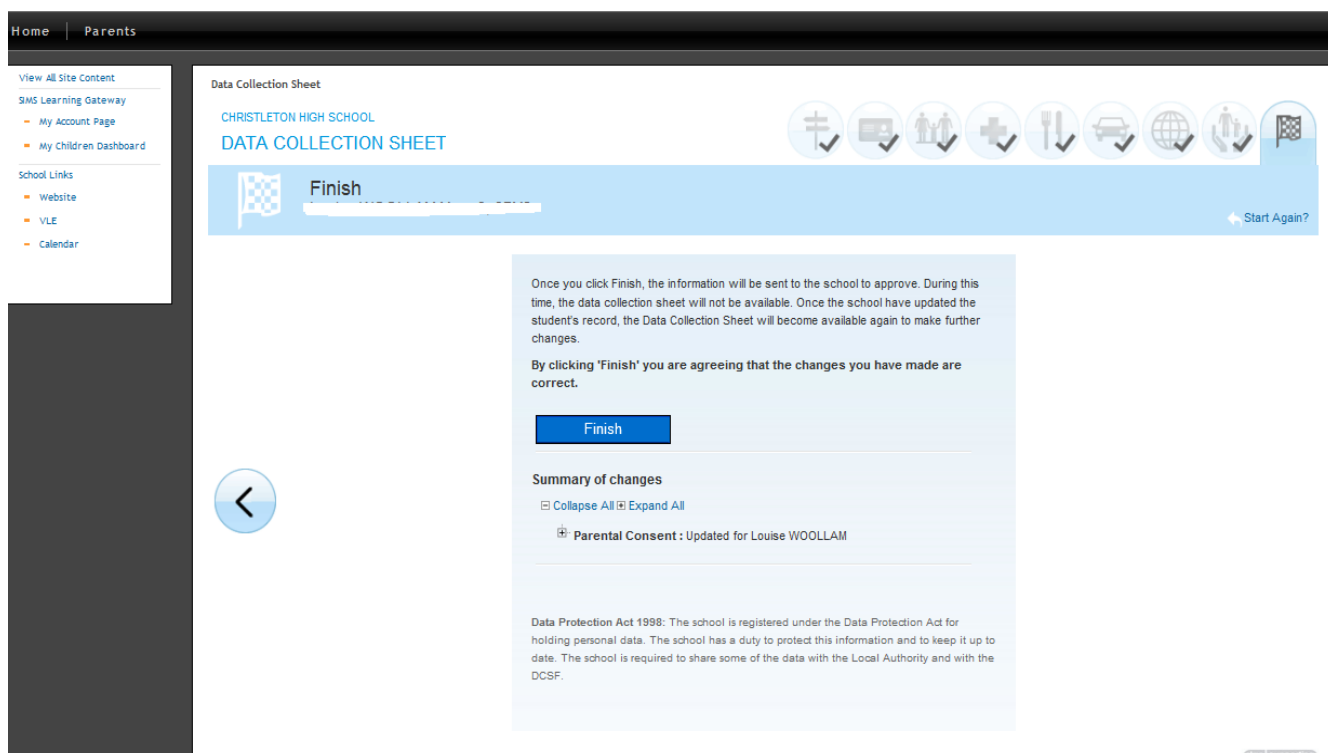
School Links
- Website
- VLE
- Calendar

Data Collection Sheet
CHRISTLETON HIGH SCHOOL
DATA COLLECTION SHEET

Welcome

Welcome to the data collection wizard. This wizard is designed for you to check and update key information held by the school about your child so that the school have current information on their records.

- Student Details**
Basic details of your child e.g. preferred name, address and date of birth.
- Contacts**
Basic details of contacts associated to your child
- Medical**
Medical information eg medical practices and medical conditions.
- Dietary & Meal**
Dietary information eg meal choices and dietary preferences
- Travel**
Information about how your child gets to school, travel route
- Ethnicity**
Ethnicity and culture details about your child eg nationality, first language
- Parental Consent**
Ensure the school has up to date consent on school activities involving your child
- Finish**
Review changes and submit to school for processing



Home | Parents

View All Site Content
SMS Learning Gateway
- My Account Page
- My Children Dashboard

School Links
- Website
- VLE
- Calendar

Data Collection Sheet
CHRISTLETON HIGH SCHOOL
DATA COLLECTION SHEET

Finish

Start Again?

Once you click Finish, the information will be sent to the school to approve. During this time, the data collection sheet will not be available. Once the school have updated the student's record, the Data Collection Sheet will become available again to make further changes.

By clicking 'Finish' you are agreeing that the changes you have made are correct.

Finish

Summary of changes
 Collapse All Expand All
Parental Consent : Updated for Louise WOOLLAM

Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DCSF.

My Children Links - Homework:

Click on the end of the blue/pink line and the information will appear for that subject.

Home | Parents

View All Site Content
 SIMS Learning Gateway
 My Account Page
 My Children Dashboard

School Links
 Website
 VLE
 Calendar

View Homework

Calendar showing homework assignments for June and July 2015. The calendar grid includes days of the week (M, T, W, T, F, S, S) and dates. Homework assignments are represented by horizontal bars of different colors (blue and pink) across the days. A yellow highlight is on Wednesday, July 1st. The subjects listed include RE, English, Hist, Sci, Ger, DT, English, Maths, Ger, Sci, Geog, Fr, RE, English, and Hist.

View Student Homework

Louise WOOLLAM

Calendar showing homework assignments for July 2015. The calendar grid includes days of the week (M, T, W, T, F, S, S) and dates. Homework assignments are represented by horizontal bars of different colors (blue and pink) across the days. A yellow highlight is on Thursday, July 9th. The subjects listed include DT, Sci, RE, Hist, Ger, Art, Fr, and Sci.

Past tense
 Worksheet 1. translate the sentences into French 2. Learn the verbs (right handside of the worksheet)

Set By C. DIONISI on Wednesday, July 01, 2015 for Fr-9b/Fr3-WedB:1

Due On Monday, July, 06 2015 **Not Handed In**

CLOSE X

Supporting Partner


Back

Student Timetable

Louise WOOLLAM

My Childrens Link: Student Dashboard

In this section you can access Data Collection Sheet, Attendance,

Conduct and Homework. Click on  [more info..](#) this will expand the sections for viewing. You will see the following pages.

Attendance/Lesson Monitor

[More Student Details...](#)

[Home](#) [Reporting](#)

Student Lesson Attendance Details

End Date:

Page: [43 of 53](#)

Date	Period 1	Period 2	Period 3	Period 4	Period 5
Monday 22/06/2015	Sport Attendance mark 2	Fr B7 Attendance mark 1	English C9 Attendance mark 2	Maths M8 Attendance mark 2	RE 21 Attendance mark 2
Tuesday 23/06/2015	DT 6 Attendance mark 2	English C9 Attendance mark 2	Sci A10 Attendance mark 2	Maths M8 Attendance mark 2	Geog 1 Attendance mark 1
Wednesday 24/06/2015	Music 31 Attendance mark 2	Hist 16 Attendance mark 1	ICT IT3 Attendance mark 1	Maths M8 Attendance mark 2	
Thursday 25/06/2015	Hist 16 Attendance mark -	English C9 Attendance mark -	Art A13 Attendance mark -	Sci A10 Attendance mark -	Fr B7 Attendance mark -
Friday 26/06/2015	Ger B10 Attendance mark -	Sport Attendance mark -	Maths M8 Attendance mark -	Geog C8 Attendance mark -	Fr B7 Attendance mark -
Saturday 27/06/2015					
Sunday 28/06/2015					

Lesson codes

Code	Description
1	Attitude to Learning 1 - Excellent
2	Attitude to Learning 2 - Good
3	Attitude to Learning 3 - Passive/Inconsistent
9	Other Activity Out of Lesson
I	Illness (not med/dental appointments)
V	Educational visit or trip

June 2015

Louise's Attendance

Monday	Tuesday	Wednesday	Thursday	Friday
1 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	2 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	3 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	4 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	5 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
8 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	9 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	10 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	11 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	12 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
15 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	16 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	17 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	18 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	19 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
22	23	24	25	26
am <input checked="" type="checkbox"/> AM Session pm <input checked="" type="checkbox"/> PM Session	am <input checked="" type="checkbox"/> AM Session pm <input checked="" type="checkbox"/> PM Session	am <input checked="" type="checkbox"/> AM Session pm <input checked="" type="checkbox"/> PM Session	am <input type="checkbox"/> AM Session pm <input type="checkbox"/> PM Session	am <input type="checkbox"/> AM Session pm <input type="checkbox"/> PM Session
29 <input type="checkbox"/> <input type="checkbox"/>	30 <input type="checkbox"/> <input type="checkbox"/>	1	2	3

Attended (30) Unauthorised absence (0) Accounted for session absence (6) No attendance mark recorded (8)

« 2014 **2015** Jan Feb Mar Apr May **Jun** Jul Aug Sep Oct Nov Dec 2016 »


CLOSE

My Childrens Link: Student Dashboard

Today's Attendance

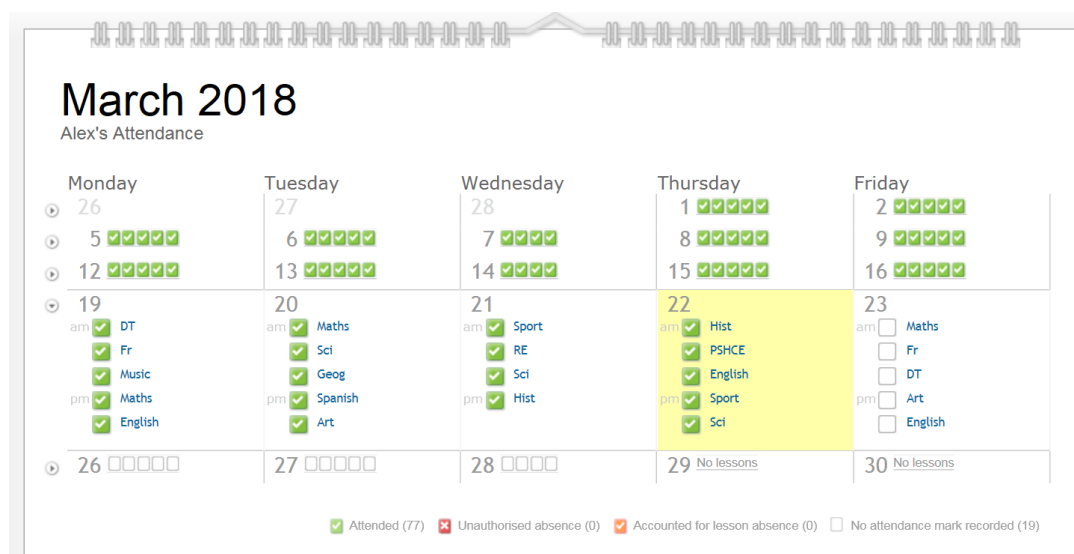
Alex's attendance for today

- ✔ Hist 8:50 AM - 9:50 AM
- ✔ PSHCE 9:55 AM - 10:55 AM
- ✔ English 11:15 AM - 12:15 PM
- ✔ Sport 1:20 PM - 2:20 PM
- ✔ Sci 2:25 PM - 3:25 PM

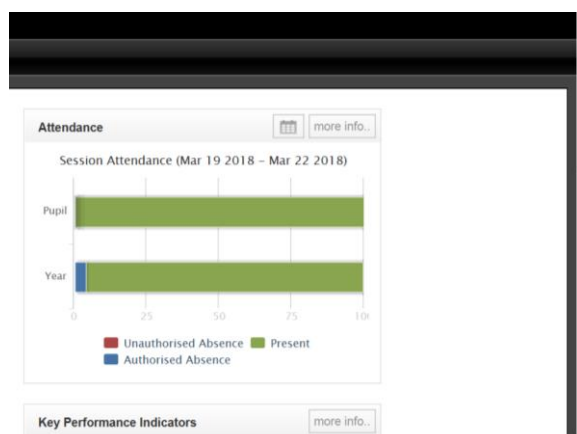
[History](#) 

Events

If you wish to see Lates to Lessons – Click on History as above – hover the mouse over the days, the lates will appear.



For Lates to Registraion - My Childrens Link: Student Dashboard – click on more info box  – hover the mouse over the day.



March 2018

Alex's Attendance

Monday	Tuesday	Wednesday	Thursday	Friday
26	27	28	1 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	2 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
5 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	6 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	7 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	8 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	9 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
12 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	13 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	14 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	15 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	16 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
19	20	21	22	23
am <input checked="" type="checkbox"/> AM Session pm <input checked="" type="checkbox"/> PM Session	am <input checked="" type="checkbox"/> AM Session pm <input checked="" type="checkbox"/> PM Session	am <input checked="" type="checkbox"/> AM Session pm <input checked="" type="checkbox"/> PM Session	am <input checked="" type="checkbox"/> AM Session pm <input checked="" type="checkbox"/> PM Session	am <input type="checkbox"/> AM Session pm <input type="checkbox"/> PM Session
26 <input type="checkbox"/> <input type="checkbox"/>	27 <input type="checkbox"/> <input type="checkbox"/>	28 <input type="checkbox"/> <input type="checkbox"/>	29 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	30 <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Attended (32) Unauthorised absence (0) Accounted for session absence (4) No attendance mark recorded (8)