

Witchford Village College

PARENT PORTAL



Using the WVC Parent Portal

Log in to the School Website – www.witchfordvillagecollege.co.uk



And click the Parent Portal link on the Homepage.

Authentication Required

The server online.cambsed.net:443 requires a username and password.

User Name:

Password:

Log In Cancel

1) Type in your username.

2) Type in your password.

3) Click 'Log In'

5) Please ensure that you get the password requirements correct. Failure to do so may 'Lock' the account and you will have to contact the school to have the account unlocked.

4) You may be prompted to change your password.

Your new Password must:-

Consist of at least 7 Characters. Have at least one Capital Letter. Have at least one lower case letter. Have at least 1 number.

6) The Parent Portal Home page will then load. Please note that the look of this page will change in the near future as the design and content develops.

Witchford Village College > WITCHFORD VILLAGE COLLEGE

WITCHFORD
A Specialist Sports College

This Site: WITCHFORD VILLAC

Home Parent

View All Site Content

Surveys

- Thoughts on the Parent Portal

Documents

- Shared Documents

Lists

- Calendar
- Tasks

Discussions

- Team Discussion

Sites

People and Groups

Parents Site

- My Account Page
- School Details Page
- My Children Dashboard

WITCHFORD VILLAGE COLLEGE

Announcements

There are currently no active announcements.

Calendar

There are currently no upcoming events.

Links

There are currently no favorite links to display.

7) To see your Childs details, click 'My Children Dashboard'

Witchford Village College > WITCHFORD VILLAGE COLLEGE

WITCHFORD
A School of Sports College

This Site: Parent

Home Parent

View All Site Content

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SIMS Learning Gateway

- My Account Page
- School Details Page
- My Children Dashboard

Parent News

There are currently no new announcements to be displayed.

Headlines

Session lateness
(Current academic year)

2%

Today's Attendance

Alfie's attendance for today

✓	Session : AM	09:00
■	Session : PM	13:00

Events

Events from : Last 7 Days

There are no events recorded for selected range.

8) The most up to date information will be displayed for your child. Please note, that if you have more than one child at the school then they will both be displayed here.

My Children Links

Student Record

9) Once you have viewed headlines, scroll down to the bottom of the page where you can select 'Student Record' to view further information.

My Children Browse

Show Photos

Name **Censored**

School Name WITCHFORD VILLAGE C

Year 9

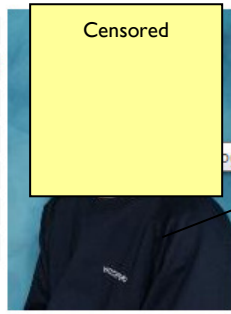
Reg Group ZP

House Wembley

Gender Male

Admission Number

[More Student Details...](#)



10) Pupil Photo

11) Click 'More Student Details' link to open this screen.

Please note that the detail on this screenshot is deliberately small to protect the data of this pupil.

Student Basic

Legal Forename **Censored**

Middle Name(s)

Legal Surname

Preferred Surname

Preferred Forename

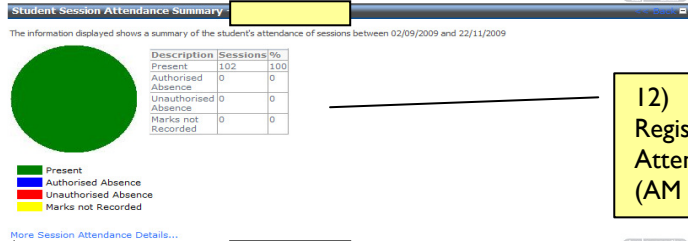
Date of Birth

Age

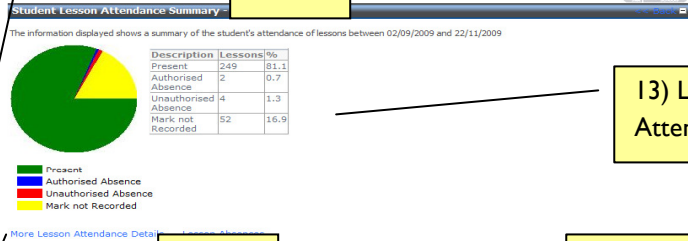
Gender

Birth Certificate Seen

[More Student Details...](#)



12) Registration Attendance (AM & PM)



13) Lesson Attendance

Student Conduct Summary

Academic Year Academic Year 2009/2010

Achievements - Total Points 1

Date	Type	Points	Comments	Award	Action
06/10/2009	Lesson Star Award	1			

Behaviour - Total Points 0

Date	Type	Points	Comments	Action	Action Date
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14) Achievements

15) Behaviour

18) Click 'More Student Details' link to open this screen.

Please note that the detail on this screenshot is deliberately small to protect the data of this pupil.

Student Assessment Summary

From 02/09/2009 To 23/11/2009 Refresh

Page 1 of 4 Items per page 10 Displaying 1-10 of 39 items

Assessment	Description	Result	Notes	Date
Art & Des Autumn Attitude	Year 9 Autumn Term 1	D		15/11/2009
Art & Des Autumn Grade	Year 9 Autumn Term 1	4a		24/10/2009
Art & Des Target Grade	Year 9	5b		07/10/2009
Drama Autumn Attitude	Year 9 Autumn Term 1	A		15/11/2009
Drama Autumn Grade	Year 9 Autumn Term 1	Sc		24/11/2009
Drama Target Grade	Year 9	5b		07/10/2009
English Autumn Attitude	Year 9 Autumn Term 1	C		15/11/2009
English Autumn Grade	Year 9 Autumn Term 1	5a		14/11/2009
English Target Grade	Year 9	6c		25/11/2009
French Autumn Attitude	Year 9 Autumn Term 1	B		15/11/2009

16) Recent Assessments

17) Classes (behind box)

Student Classes

Effective Date 23/11/2009 Refresh

Student Class	Time	Room
	08:50	3
	09:40	4
	10:45	4
	11:35	4
	12:05	2
	13:55	2

Student Timetable...

An Example of Further Details – Lesson Marks

19) Clicking the 'More Lesson Attendance details' link produces the following screen.

Censored
<< Back

Type of absence:

Include Authorised Absences

Include Unauthorised Absences

Include only Post-Registration Absences

Date Range:

From To

List of Absence Marks:

Name	Reg	Total	Period	Class	Mark
Bartolozzi, Jake	ZP	4	11/11/2009 p3	9z/Ma2	N
			11/11/2009 p4	9z/Fr3	N
			11/13/2009 p3	9z/Pd1	M
			11/13/2009 p4	9z/Pd1	M

Summary of Absence Totals:

Code	Description	Total
M	Medical/Dental appointments	2
N	No reason yet provided for absence	

Missing marks have been ignored

Censored
<< Back

End Date

Page << 12 of 53 >>

Date	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
Monday 16/11/2009	ICT IT3 Attendance mark /	RE H4 Attendance mark /	ENGLISH E4 Attendance mark /	MATHEMATICS Attendance mark /	FRENCH IT2 Attendance mark /	PE Attendance mark /
Tuesday 17/11/2009	SCIENCE LAB3 Attendance mark /	FRENCH MFL1 Attendance mark /	HISTORY H6 Attendance mark /	MUSIC MUSIC1 Attendance mark /	GEOGRAPHY MA6 Attendance mark /	MATHEMATICS MA3 Attendance mark /
Wednesday 18/11/2009	GEOGRAPHY MA6 Attendance mark /	HISTORY H6 Attendance mark /	MATHEMATICS MA3 Attendance mark /	FRENCH MFL1 Attendance mark /	PE Attendance mark /	SCIENCE LAB3 Attendance mark /
Thursday 19/11/2009	DRAMA Drama Studio Attendance mark /	ENGLISH E4 Attendance mark /	PE Attendance mark /	MATHEMATICS MA1 Attendance mark /	ENGLISH E2 Attendance mark /	SCIENCE LAB3 Attendance mark /
Friday 20/11/2009	ENGLISH E2 Attendance mark /	SCIENCE LAB7 Attendance mark /	PSHE DT5 Attendance mark /	PSHE DT5 Attendance mark /	ART AD3 Attendance mark /	ART AD3 Attendance mark /
Saturday 21/11/2009						
Sunday 22/11/2009						

Lesson codes

Code	Description
/	Present (AM)
L	Late (before registers closed)
M	Medical/Dental appointments
N	No reason yet provided for absence
P	Approved sporting activity
-	All should attend / No mark recorded

[Lesson Attendance Summary...](#)

20) Pupil's Lessons

21) Lesson Marks

22) Lesson Marks not yet Recorded

23) Summary of Lesson Codes.

24) Please note that these Lesson Marks will be as up-to-date as possible. However, some lesson registers may well have to be marked using Paper Lists (e.g. PE Classes, Classes with Supply Teachers etc.) It obviously takes time for these Marks to be entered on to the System.

An Example of Further Details – Assessment

Censored

Student Assessment Summary

From 02/09/2009 To 23/11/2009 Refresh

Page 1 of 4 Items per page 10 Displaying 1-10 of 39 items

Assessment	Description	Result	Notes	Date Achieved
Art & Des Autumn Attitude	Year 9 Autumn Term 1	D		15/10/2009
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Drama Autumn Attitude	Year 9 Autumn Term 1	A		15/10/2009
Drama Autumn Grade	Year 9 Autumn Term 1	5c		24/10/2009
Drama Target Grade	Year 9	5b		07/10/2009
English Autumn Attitude	Year 9 Autumn Term 1	C		15/10/2009
English Autumn Grade	Year 9 Autumn Term 1	5a		14/10/2009
English Target Grade	Year 9	6c		25/10/2009
French Autumn Attitude	Year 9 Autumn Term 1	B		15/10/2009

25) The Assessment Summary page will only show the first 10 records by default.

26) You can extend this view to see more records by clicking here.

From 02/09/2009 To 23/11/2009 Refresh

Page 1 of 1 Items per page 50 Displaying 1-39 of 39 items

Assessment	Description	Result	Notes	Date Achieved
Art & Des Autumn Attitude	Year 9 Autumn Term 1	D		15/10/2009
Art & Des Autumn Grade	Year 9 Autumn Term 1	4a		24/10/2009
Art & Des Target Grade	Year 9	5b		07/10/2009
Drama Autumn Attitude	Year 9 Autumn Term 1	A		15/10/2009
Drama Autumn Grade	Year 9 Autumn Term 1	5c		24/10/2009
Drama Target Grade	Year 9	5b		07/10/2009
English Autumn Attitude	Year 9 Autumn Term 1	C		15/10/2009
English Autumn Grade	Year 9 Autumn Term 1	5a		14/10/2009
English Target Grade	Year 9	6c		25/10/2009
French Autumn Attitude	Year 9 Autumn Term 1	B		15/10/2009
French Autumn Grade	Year 9 Autumn Term 1	4c		13/10/2009
French Target Grade	Year 9	5c		24/10/2009
Geography Autumn Attitude	Year 9 Autumn Term 1	B		15/10/2009
Geography Autumn Grade	Year 9 Autumn Term 1	5b		24/10/2009
Geography Target Grade	Year 9	5a		07/10/2009
History Autumn Attitude	Year 9 Autumn Term 1	B		15/10/2009
History Autumn Grade	Year 9 Autumn Term 1	5a		15/10/2009
History Target Grade	Year 9	5b		07/10/2009
ICT Autumn Attitude	Year 9 Autumn Term 1	C		15/10/2009
ICT Autumn Grade	Year 9 Autumn Term 1	4b		06/10/2009
ICT Target Grade	Year 9	5b		07/10/2009
Maths Autumn Attitude	Year 9 Autumn Term 1	B		15/10/2009
Maths Autumn Grade	Year 9 Autumn Term 1	5c		02/10/2009
Maths Target Grade	Year 9	6b		25/10/2009
Music Autumn Attitude	Year 9 Autumn Term 1	C		16/10/2009
Music Autumn Grade	Year 9 Autumn Term 1	4b		16/10/2009
Music Target Grade	Year 9	5b		07/10/2009
Pe/Games Autumn Attitude	Year 9 Autumn Term 1	A		15/10/2009
Pe/Games Autumn Grade	Year 9 Autumn Term 1	6b		15/10/2009
Pe/Games Target Grade	Year 9	5b		07/10/2009
Prod Des Autumn Attitude	Year 9 Autumn Term 1	C		15/10/2009
Product Des Autumn Grade	Year 9 Autumn Term 1	4c		13/10/2009
Product Des Target Grade	Year 9	5b		07/10/2009
RE Autumn Attitude	Year 9 Autumn Term 1	B		15/10/2009
RE Autumn Grade	Year 9 Autumn Term 1	5b		13/10/2009
RE Target Grade	Year 9	5b		07/10/2009
Science Autumn Attitude	Year 9 Autumn Term 1	A		15/10/2009
Science Autumn Grade	Year 9 Autumn Term 1	5a		09/10/2009
Science Target Grade	Year 9	6c		25/10/2009

27) You will now see all of your child's Assessment Data. Please note that an 'Explanation' sheet will go out with the AAA reports when posted.

Mr Account Page

28) Clicking the 'My Account Page' from the 'Main Menu' will bring up the following screen

Witchford Village College > Parents > SLGPages > MyAccount

Witchford Village College Parents

View My User Account

First Name

Last Name

Current Home Address

Email Address

User Name

User Name (pre-Windows 2000)

Change My User Account Password

Your new password must comply with this site's Password Policy

Old Password

New Password

Confirm New Password

Change Security Question and Answer

This Security Question and Answer is used if you ever forget your password

Security Question

Security Answer

29) Your Details.

If these are incorrect and need amending then please contact the school.

We would appreciate having an Email Address for all parents so we can send further communications via this method.

30) Changing your Password.

Should this be necessary then it can be done here.

Please ensure that you follow the correct way of doing this or your Account may become locked and you will have to contact parentportal@witchfordvillage.cambs.sch.uk for this to be rectified.

Please remember that ALL details of students are Confidential.

Please protect your Login Names and Passwords at all times and ensure that you keep them in a safe and secure place.

Details of Students and access to these details via the Parent Portal is restricted to only Parents with parental responsibility in Accordance with the Data Protection Act 1998

The Sims Learning Gateway – Witchford Village College Parent Portal is a relatively new innovation in its current form. One or two links may not yet work correctly and other areas may not yet be configured correctly.

Over the next few months and years this method of accessing your child's data will be modified and improved and further details will start to appear as Capita and ICT Service (Cambridgeshire County Council) make more of these areas available via the Sims Learning Gateway (Parent Portal).

. We would welcome any feedback that you wish to provide by email to:
parentportal@witchfordvillage.cambs.sch.uk

Witchford Village College