



**Guidance for  
Parents on using the  
Patcham High school  
SIMS Learning  
Gateway**

## What is the SIMS Learning Gateway?

A government initiative states that schools need to provide parents with secure online access to the information a school holds about their children; for example, attendance, behaviour and attainment . The SIMS learning Gateway is a web based system that will enable parents/carers to access data that Patcham High School holds relating to their child. Access is strictly controlled and only adults with parental responsibility will be allowed access to this data. It is important that you inform the school if for some reason an adult's access to a student's data changes.

Please contact the school via the email below for any queries regarding the Parents Gateway:

[Parentsgateway@patchamhigh.org.uk](mailto:Parentsgateway@patchamhigh.org.uk)

## User ID and Password

Once the Parent Gateway Policy Form has been completed and returned to the school, we will provide you with a User ID and Password. The first password will be complex (made up of different characters). When you log on for the first time the system will force you to change this password to one of your choosing. It is very important that this password is not revealed to anyone else. (Please refer to the Patcham High School Policy on E-safety for further guidance.

## Access to SIMS Learning Gateway

The SIMS Learning Gateway can be accessed from the Patcham High School website by clicking LINKS and selecting SIMS Parent/Student Gateway.



A log on page is then displayed

## Logging on for the first time

1. Click in the small white circle to the left of **This is a private computer** as shown in the screen shot above. The time out period is longer with this setting.
2. Click with the mouse in the **Username** box Type your **User ID** supplied by the school into the Username box, this will look like this.phs.initialsurname.
3. Click with the mouse into the **Password** box. Type in the initial password provided by the school - take care to type this in accurately.
4. Click on the **Log On** button. You will then be taken to a new screen.
5. Click in the **Old Password** box and enter the password again. Click in the **New Password** box and enter the password you wish to use. Your new password has to meet certain requirements in order to comply with the security rules for logging on.

These are:

- Your password must be 8 characters
- Your password must contain at least one number
- Your password must contain at least one capital letter
- Your password must contain at least one lower case letter
- Your password must **NOT** contain any part of your user ID

Click in the **Confirm new password** box and type this new password in again. Click on the button **Change Password**.

This should redirect you to the website but if it doesn't click on continue.

Should you encounter difficulties of any kind logging on please email the school using [parentsgateway@patchamhigh.org.uk](mailto:parentsgateway@patchamhigh.org.uk).

Once logged on, click the link called **My Account Page**. Enter a Security Question and Answer for your account.

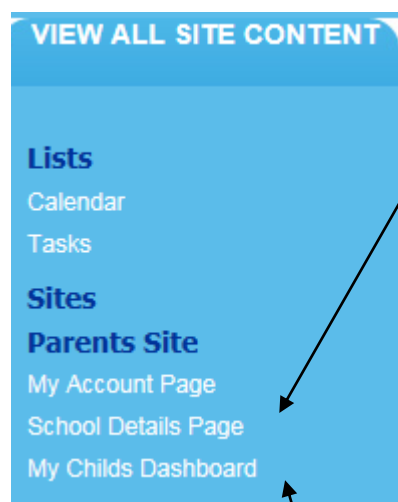
## Logging on after the first time

If you saved Parents Gateway to your favourites then select this otherwise go back to the school website at [www.patchamhigh.org.uk](http://www.patchamhigh.org.uk) and select the Parents gateway link. Then go through steps 1-3 in the 'Logging on for the first time' section.

## If you have forgotten your password

There is a Password Reset form on the Patcham High School website under LINKS / SIMS Parent/Student Gateway for you to complete and email to the school to ask for the password to be reset. We will email you back with a temporary password and you should follow the instructions above to change your password.

## VIEWING DETAILS ABOUT THE SCHOOL



Click on **School Details Page** which is displayed on the left hand side of the screen

This page will display general information about the school.

If you have any queries about the information on this page please contact the school.

## VIEWING INFORMATION FOR YOUR CHILD

Click on **My Child's Dashboard** which is displayed on the left hand side of the screen

If you believe any of the information displayed about your child is incorrect please complete the **Data Collection Sheet** under the My Child(s) Links and send this to the school via email so that we can update our records.

The **My Child's Dashboard** panel shows key information about your children and contains five main areas:

- **Headlines**
- **Today's Attendance**
- **Events**
- **My Child(s) Links**

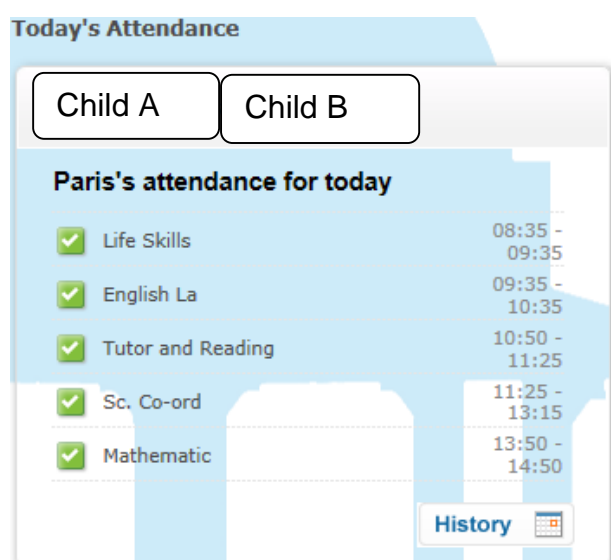
## Headlines

The **Headlines** panel displays important information about your children at a glance. Information provided includes attendance, lesson lateness, total achievement points and total behavior points for the academic year.



## Today's Attendance

The **Today's Attendance** panel displays the attendance information for your child for the current day. If you have more than one child showing you can view the attendance information for a different child by clicking their name.



Attendance Mark	Definition
	Present
	Approved Educational Activity, Attendance Not Required, Authorised Absence
	Unauthorised Absence
	No Mark Entered

## Events

The **Events** panel provides 'as-it-happens' information in a number of areas. Information provided includes lateness, unauthorised absences, achievements, behaviour incidents, and any comments that teachers have entered in the register.

**Events**

Events from : Last 7 Days

**Comment**  
today U. Two wrote: Ben brought me an apple.

Today [More Details...](#)

**Comment**  
today U. Two wrote: Ben stole my apple.

Today [More Details...](#)

**Late To Lesson**  
Ben was recorded as late for 5 lessons on Friday last week

Friday last week [More Details...](#)

Click **More Details** to display all the information about the event.

Move your cursor over the left or right side of the box to reveal navigation tabs. Click to navigate to other events.

**Achievement - Well Done!**  
Ben received recognition for Excellent Effort. This was recorded yesterday

Prev		Type      Excellent Effort (2 points) Date      Thu 20 May, 2010 Lesson     Art Award      Certificate Comments   Tried very hard and helped other students with painting.	Next
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[Close](#)

Click the **Close** button to return to the My Child(s) Dashboard.

## Changing the Date Range for Events

The date range for **Events** can be altered by clicking on the Binocular symbol alongside the heading.

Events from : Last 7 Days

Select the desired date range from the **Dates** drop-down list.

**Events**

Dates

- ◀ Last 7 Days ▶
- Today
- Yesterday
- Specific Date...
- Last 7 Days
- Since Last Login
- This Term
- Spring Term
- Summer Term
- Date Range...

To choose an arbitrary date range, click **Date Range** and select your desired start and end dates.

**Events**

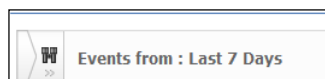
Dates: Last 7 Days Children: All Event Type: All Go

Select a Date Range: Done

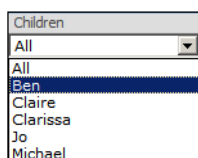
April 2010 SU MO TU WE TH FR SA 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1	May 2010 SU MO TU WE TH FR SA 25 26 27 28 29 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5
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## Filtering Events by Child or Event Type

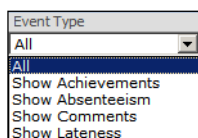
The display of **Events** can be filtered for a different child's name or Event Type by clicking on the Binocular symbol alongside the heading.



To filter by child, choose the child from the **Children** drop-down list and click **Go**.

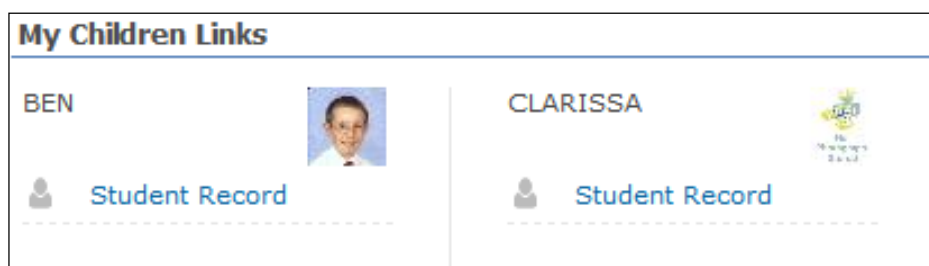


To filter by event type, choose the event type from the **Event Type** drop-down list and click **Go**.



## My Child(s) Links

The **My Child(s) Links** panel provides links to view the details of your children that currently attend the school.




The Student Record displays Student basic information. The admission and UPN number box will be blank but this is an internal school number and is not displayed on Parents Gateway.



If you have more than one child at the same school they should all be visible on this page. If this is not the case please contact the school [parentsgateway@patchamhigh.org.uk](mailto:parentsgateway@patchamhigh.org.uk)

## Student Basic Information is the first panel

This panel displays the similar information that is shown on the My Children Page.

### Student Basic Information - Ben Abbot

Legal Forename	<input type="text" value="Benjamin"/>	
Middle Name(s)	<input type="text" value="Michael"/>	
Legal Surname	<input type="text" value="Abbot"/>	
Preferred Surname	<input type="text" value="Abbot"/>	
Preferred Forename	<input type="text" value="Ben"/>	
Date of Birth	<input type="text" value="12/07/1993"/>	
Age	<input type="text" value="16 years, 7 months"/>	
Gender	<input type="text" value="Male"/>	
Birth Certificate Seen	<input checked="" type="checkbox"/>	
<a href="#">More Student Details...</a>		

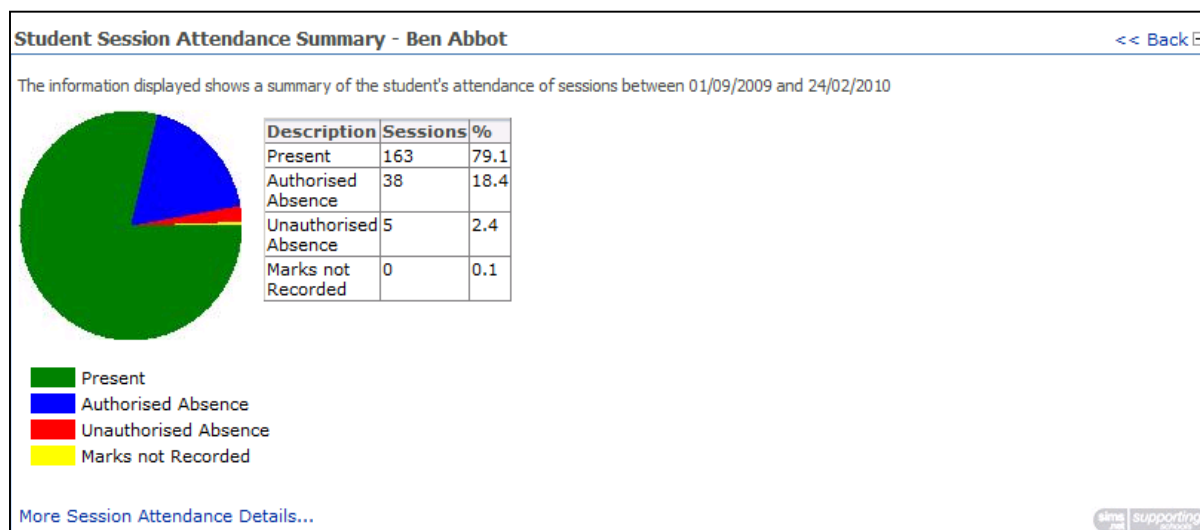


Clicking on **More Student Details** will display further information that can be scrolled through using the vertical scroll bar on the right. For example, address, telephone number, SEN Information.

Click on the **Web Browser Back** button until you return to the Student Summary page with all the panels

## Student Session Attendance Summary is the second panel

A summary of morning and afternoon attendance that has been recorded at school is summarised on this panel. **Please note** that this summary includes attendance up the previous school working day and does not include attendance for today.





Clicking on the **More Session Attendance Details** link displayed in the bottom left hand corner of this panel will display a table of information regarding daily attendance for this academic year. This includes the attendance that has been entered by the school for today.

If you have any concerns over attendance you should contact the school attendance officer.

Underneath the table there is a key explaining what the codes mean. The # sign is used for Saturday & Sunday and holiday dates.

Each row in the table shows the attendance information for a month. Clicking in the white circle for Week View will change the display to show a week on each row.



Attendance information can be viewed for a previous academic year by changing the date in the **Date** box. Either type in a new date or use the calendar button to the right of the box to change the date. Click on the **Refresh** button to change the display for the new date.

Click on the **Back** button until you return to the Student Summary page with all the panels.

## Student Lesson Attendance Summary is the third panel displayed

A summary of attendance lesson by lesson is displayed. **Please note** this summary includes lesson attendance up the previous school working day and does not include attendance for today.

Clicking on the **More Lesson Attendance Details** link displayed in the bottom left hand corner of this panel will display information that includes the lesson attendance that has been entered by the school for today.

In most cases the attendance registers for a lesson will be taken during that lesson though there may be instances when this is not the case. A missing mark for your child does not necessarily mean they are absent from the lesson. We aim to ensure any missing marks are completed by the following day, though this may not always be possible. If you have any concerns regarding attendance please contact the school attendance officer.

Each square in the timetable gives the subject, room and attendance mark. Here are some examples:

Geography  
Humanities Room 2  
Attendance mark /

The subject is **Geography** that is taught in **Humanities Room 2** and the code / indicates that your child is present

Physics  
Science Lab 7  
Attendance mark -

The subject is **Physics** that is taught in **Science Lab 7** and the code - indicates that no attendance code has been recorded yet

Scrolling down the screen will display the panel for **Student Lesson Absences**.

The **Types of absence** can be specified by ticking the required boxes

Type of absence:  
 Include Authorised Absences  
 Include Unauthorised Absences  
 Include only Post-Registration Absences

The date range can be specified by entering the required dates in the From/To date boxes. Either type in a new date or use the calendar button to the right of the box to change the date.

Date Range:  
From   To  

Click on the **Refresh** button to change the display for the new dates.

The absence marks are displayed in a table below the date boxes and below this the absences are summarised.

Click on the **Back** button until you return to the Student Summary page.

## Student Conduct Summary is the fourth panel

Details about your child's conduct is displayed in this panel. The default view is the current Academic Year. To view previous years, click on the arrow, select your chosen year and then refresh to view those details.

Achievement Points are listed first, followed by Behaviour Points. Any comments written by teachers will be displayed.

Academic Year

Achievements - Total Points 363

Date	Type	Points	Comments
23/11/2015	Outstanding Effort (3)	3	
23/11/2015	Good Effort (2)	2	
20/11/2015	Good Attitude to Learning (2)	2	
20/11/2015	Good Effort (2)	2	
20/11/2015	Good Attitude to Learning (2)	2	
20/11/2015	Good Effort (2)	2	
19/11/2015	Good Attitude to Learning (2)	2	
18/11/2015	Outstanding Effort (3)	3	
17/11/2015	Good Work (2)	2	
17/11/2015	Good Attitude to Learning (2)	2	

Behaviour - Total Points 16

Date	Type	Points	Comments
10/11/2015	Class Disruptive Behaviour	2	
09/11/2015	Referred Victim of incident	0	Duroing lesson 1 a liquid (acid or alkaline) was squirted towards P[ ] pupil BV landing on her exercise book. Staff attended and are now investigating.
09/11/2015	CONTACT with Parents/Carers	0	D h M
06/11/2015	Class Homework not Submitted	2	
06/11/2015	Class Homework not Submitted	2	

Click on the **Back** button until you return to the Student Summary page with all the panels

## Student Classes is the fifth panel

The effective Date will always default to today's date. As students do sometimes change their classes during an academic year it is possible to change this date to see what classes your child was a member of on date in the past. Either type in a new date or use the calendar button to the right of the box to change the date. Click on the **Refresh** button.

Time	Class Name	Subject	Teacher	Room
09:15	12A/Gg1	Geography	Mrs A. Wheeler	Humanities Room 2
10:15	12B/Bi1	Biology		Science Lab 4
11:35	12C/Ph1	Physics	Ms B. Peters	Science Lab 7
12:35	12C/Ph1	Physics	Ms B. Peters	Science Lab 7
14:30	12G/Gs1	General Studies	Mr P. Hall	Business Studies 2

Student Timetable...

## Student Timetable is the sixth panel

Clicking on the Student Timetable will display the timetable for the current week. Use the forward and back arrows at the top of the screen to view previous or future weeks.

Click on a specific lesson in the timetable to see details of the teacher.

Click back on the My Childs Dashboard link in the left hand side of the screen to return to the main screen.

## View your Child's Reports

Clicking on the **View Your Child's Reports** link will take you to the screen that displays all progress and achievement reports that we have published for your child.

Click on the Academic Year that you wish to view, and then the report that you wish to see. This will open as a read only document in Word. Please note you need to view these reports on a compatible platform. They may not be available on a tablet or mobile device that does not have Office Applications included. In this case you would need to use a platform such as a desktop computer to view the reports.

The dates that the report is available to view online are displayed next to the report name.

## Homework

Clicking on the **Homework** link will take you to a view of the current homework that has been set for your child.

The default view is a three week period starting on the Monday of the previous week and ending on the Sunday of the following week. Use the arrows either side of this display to view older homework, or homework not due until a later date.

Clicking on a specific Homework Subject shown in the table will open a new box that will display what the homework is; who has set the homework; what class the homework is linked to and the due date.

If the Due On date has passed but the register has not been updated to show that the homework has been handed in, the homework will be marked in red. Any queries regarding homework should be directed to the teacher that has set the homework in the first instance.

Please contact the school via the link email below for any queries regarding the SIMS Learning Gateway:

[Parentsgateway@patchamhigh.org.uk](mailto:Parentsgateway@patchamhigh.org.uk)