



Bishop Wordsworth's School

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Dear Parents

Over the course of the next week, you will receive an email with details of how to log into our new parent portal: Insight. This will allow you real-time access to information that we hold in our SIMS database about your son (or daughter, if she attends classes here in the Sixth Form). This will enable you to:

- Check that the details we hold are correct – and, if not, request changes to be made
- View their am/pm registration and lesson attendance data, and timetable information
- View their records of Achievements and Behaviour incidents
- Report and request absence from school
- See receipts for food they have bought through the cashless catering system

There will also be links to the school website for such things as online payments, letters, etc.

Over the course of this year, we will be adding further functionality to the portal, so that you will be able to:

- View reports (as we move towards paperless reporting)
- Make appointments at Parents' Consultation Evenings
- See homework that has been set

We will be giving your son or daughter their own login details to the portal after Christmas so that they will be able to access the homework details set by their teachers, as well as some of the other information that you can see.

I hope you find the portal relatively intuitive to use but if you have any issues in its operation please could you direct these to our ICT team (insight@bws.wilts.sch.uk). Once you have had chance to explore the portal, I would welcome your comments so that we can make sure it works effectively.

Regards,

Mr Harmsworth

Assistant Headteacher

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