

Woodside High School

Sims Learning Gateway (SLG)



Sims Learning Gateway (SLG) is a website where parent/guardians can see their child's attendance records, timetable, assessment grades, school report, behaviour incidents and achievement records whenever you like.

SLG User Guide for Parents v02

Created by Mr G. Georgiou

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Forward by Mrs McVittie, Principal;

Dear Parent/Carer,

So that we can develop our partnership with you, we are now able to give you Internet access to information about your son/daughter's progress in school. We know that young people succeed when both school and home are working together to support them.

This booklet explains how you can access information about attendance, grades, etc. from home. This information is regularly updated and we hope that by using this information together we can ensure that your son/daughter achieves to the best of their ability.

Mrs McVittie
Principal

Introduction

Welcome to Woodside High School's Sims Learning Gateway.

Sims Learning Gateway is a system that you can use to access your child's data. The data consists of attendance records, timetable, grades, and more. As we develop this system further we will be adding new features that will help you to watch your child's progress.

It is **important** that you always keep your individual user name and password confidential. These usernames and passwords should **never** be disclosed to anyone. Passwords and user names should never be shared.

Please protect your user name and password at all times and ensure that you keep them in a safe and secure place.

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.

I hope that you find this guide useful and would welcome any feedback. Please send all comments/ suggestions to SLG@whls.org.

Mr G. Georgiou
Web and Data Officer

Getting Started

Go to the school website at www.woodsidehighschool.co.uk

WOODSIDE HIGH SCHOOL

Home Results Vacancies Contact

Welcome

At Woodside High School we understand the importance of the decision you are about to make and the partnership that will develop between us to support your child to become a young adult who can both achieve in his or her own life and contribute to the community.

Woodside High School is a mixed 11-16 comprehensive school, serving a truly multi-cultural community, where every student is valued and treated as an individual. We set high standards and expectations and we encourage and support our students to achieve their very best. The school is situated in pleasant and spacious grounds and students benefit from a varied curriculum with access to a modern sports centre.

During your child's time at our school, we will encourage the progression and development of the skills they will need for life in the 21st century within an environment that will be demanding of your children and expect a great deal from you as a family.

Our school is one with a growing future and we look forward to welcoming your family to be part of it and to working with you to ensure that together we give our young people the best possible start for their adult life. Come and see what we have to offer: talk to our staff and students and have a tour of the facilities.

We look forward to welcoming you.

Mrs Joan McVittie Bsc (Hons), MA Ed, NPQH
Headteacher

Virtual Learning Environment

VLE

The Virtual Learning Environment is a system whereby students, staff and parents can access the latest news concerning the school. It is also where all teaching resources, school policies and other information can be found.

Sims Learning Gateway

SLG

Sims Learning Gateway is a website where students can see their timetable, grades, etc. It is also possible for the parent/guardian of the child to access these details.

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Click on the 'SLG' button on the homepage

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

The screenshot shows the login interface for Capita Children's Services. At the top, the logo 'CAPITA CHILDREN'S SERVICES' is displayed in blue. Below the logo, there is a 'Security' section with two radio buttons: 'This is a public or shared computer' (selected) and 'This is a private computer'. A checkbox for 'I want to change my password after logging on' is also present. The login fields are labeled 'HOSTED\user name:' and 'Password:', both highlighted in yellow. A 'Log On' button is located to the right of the password field. Three callout boxes provide instructions: 1) points to the username field, 2) points to the password field with the note 'Please remember to input the password **correctly** with the correct case.', and 3) points to the 'Log On' button.

1) Enter the username that you have been sent.

2) Enter the password that you have been sent.
*Please remember to input the password **correctly** with the correct case.*

3) Click the 'Log On' button

© 2008 Capita Childrens Services. [Click Here](#) if you have forgotten your password. [Click Here](#) for the Service Status Blog

4) You may be asked to change your password.

Your **new** password **must**;

- Have at least **seven** characters
- Have at least **one** capital letter
- Have at least **one** number

Please ensure that you follow these instructions carefully. Failure to do so may 'Lock' your account, if this happens, please email SLG@woodsidehighschool.co.uk for help.

SLG Homepage

After you successfully log on you will see the home page (shown below).

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

The screenshot shows the Woodside High School Sims Learning Gateway Parents Site. The page has a blue header with the school logo and name. Below the header is a navigation menu with categories like Surveys, Documents, Lists, Discussions, and Sites. The main content area includes a welcome message and instructions on how to access child records. A photo of a school interior is shown on the right. A 'Links' section contains a link to 'Woodside VLE'. A 'CENSORED' box is placed over the top right corner of the page. Annotations with arrows point to various parts of the page: 'Main menu panel' points to the left-hand navigation menu; 'Parent/guardian name logged in is shown here' points to the top right corner; 'Other external web links' points to the 'Links' section; and 'My Account Page' and 'My Children Page' are explained later in this guide, pointing to the 'SIMS Learning Gateway' section in the bottom left.

Single Site Schools > Woodside High School

WOODSIDE HIGH SCHOOL
WOODSIDE HIGH SCHOOL

Woodside High School Parents

Woodside High School > Parents

Welcome to the Woodside High School Sims Learning Gateway - Parents Site -

From the left hand menu select 'My Children Page' to access your child's attendance records, timetable and assessment grades.

If you have any problems please email SLG@whs.org

Links

- Woodside VLE

CENSORED

Main menu panel

Parent/guardian name logged in is shown here

Other external web links

SIMS Learning Gateway

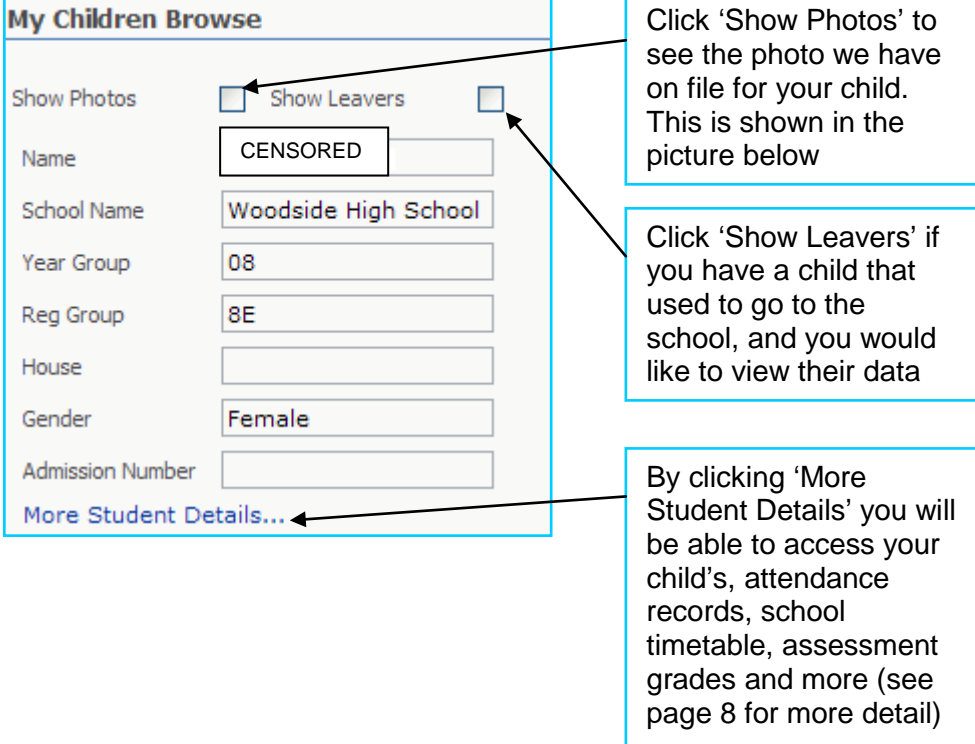
- My Account Page
- School Details Page
- My Children Page

'My Account Page' and 'My Children Page' are explained later in this guide

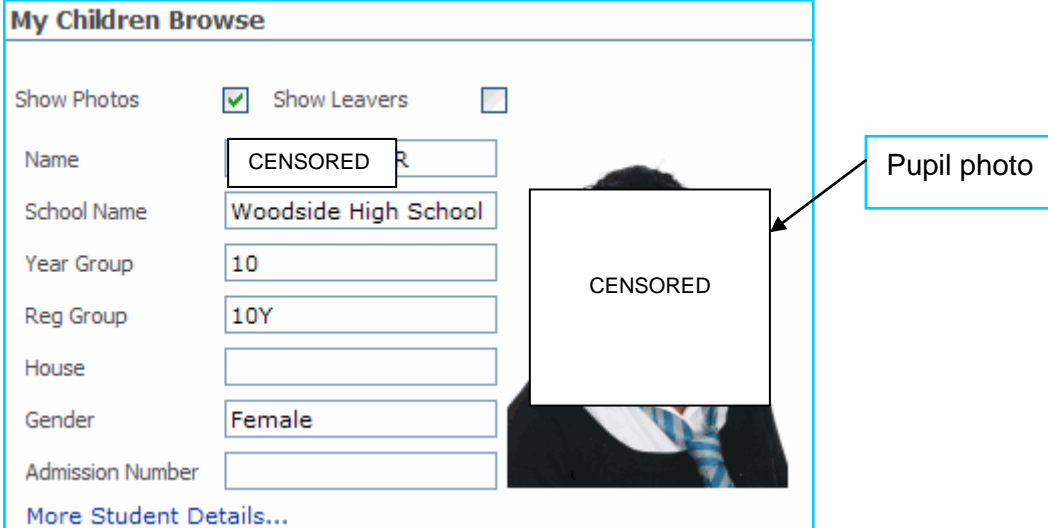
My Children Page

My Children Browse

By clicking the 'My Children Page' from the SLG homepage you will see the following;



The screenshot shows the 'My Children Browse' form with the following fields: Show Photos (checkbox), Show Leavers (checkbox), Name (CENSORED), School Name (Woodside High School), Year Group (08), Reg Group (8E), House, Gender (Female), and Admission Number. A link 'More Student Details...' is at the bottom. Three callout boxes provide instructions: 1. 'Click 'Show Photos' to see the photo we have on file for your child. This is shown in the picture below' (points to the Show Photos checkbox). 2. 'Click 'Show Leavers' if you have a child that used to go to the school, and you would like to view their data' (points to the Show Leavers checkbox). 3. 'By clicking 'More Student Details' you will be able to access your child's, attendance records, school timetable, assessment grades and more (see page 8 for more detail)' (points to the 'More Student Details...' link).



The screenshot shows the 'My Children Browse' form with the following fields: Show Photos (checked), Show Leavers (checkbox), Name (CENSORED), School Name (Woodside High School), Year Group (10), Reg Group (10Y), House, Gender (Female), and Admission Number. A link 'More Student Details...' is at the bottom. A pupil photo is displayed on the right, with a 'CENSORED' box over it. A callout box labeled 'Pupil photo' points to the photo area.

Please note – If you have more than one child that attends the school but not all of them appear on the My Children Browse screen then please let us know as soon as possible

Student Record

By clicking 'Student Record' from the My Children Links section at the bottom of the page you will see the following;

Woodside High School > Parents & Carers > My Children > Student Record > Student Basic Information

Student Basic Information CENSORED

Legal Forename: CENSORED
 Middle Name(s): CENSORED
 Legal Surname: CENSORED
 Preferred Surname: CENSORED
 Preferred Forename: CENSORED
 Date of Birth: 93
 Age: 16 years, 1 month
 Gender: Female
 Birth Certificate Seen:

More Student Details... [Supporting Information](#)

Student Session Attendance Summary CENSORED

Description	Sessions	%
Present	318	98.1
Authorised Absence	5	1.5
Unauthorised Absence	0	0
Marks not Recorded	1	0.4

More Session Attendance Details... [Supporting Information](#)

Session attendance is based on the am and pm registrations

Click here to see more detail (see page 9 for more detail)

Student Lesson Attendance Summary CENSORED

Description	Lessons	%
Present	862	88.7
Authorised Absence	17	1.7
Unauthorised Absence	10	1
Mark not Recorded	83	8.6

More Lesson Attendance Details... [Supporting Information](#)

Lesson attendance is based on each lesson the student attends per day

Click here to see more detail (see page 10 for more detail)

Student Assessment Summary CENSORED

From: 01/09/2008 To: 11/06/2009 Refresh

Page 0 of 0 Items per page 10 Displaying 0-0 of 0 items

Assessment	Description	Result	Notes	Date Achieved
TA Drama Yr10 T2	TTA Y10 T2	D=		
TA English Lit Yr10 T1	TTA Y10 T1	E=		
TA English Lit Yr10 T2	TTA Y10 T2	D-	D minus	
TA English Yr10 T1	TTA Y10 T1	E=		
TA English Yr10 T2	TTA Y10 T2	D-	D minus	
TA Geography Yr10 T1	TTA Y10 T1	D=		
TA ICT Yr10 T1	TTA Y10 T1	G=		
TA ICT Yr10 T2	TTA Y10 T2	G+	G plus	27/03/2009
TA ICT Yr11 T2	TTA Y11 T2	F-	F minus	30/03/2009
TA Maths Yr10 T1	TTA Y10 T1	E-	E minus	17/12/2008

Assessment summary, see page 10 for more detail

Student Classes CENSORED

Effective Date: 11/06/2009 Refresh

Time	Class Name	Subject	Room
08:50	10K/Sc3	Science	E42
09:50	10K/Sc3	Science	E42
10:50	10Y/Tt	Tutor time	E03
11:30	10K/En2	English	W05
13:20	10K/Pr3	PSHCRE	E36
14:20	10K/Ma4	Maths	E07

Student Timetable... [Supporting Information](#)

Click here to see more detail (see page 11 for more detail)

Student classes section shows the current day timetable

Student Session Attendance Summary

The session attendance is the attendance mark for the morning and afternoon registers.

CENSORED

Student Session Attendance Details << Back

The information displayed shows details of the student's session attendance.

End Date:

Week View
 Month View

Month View of Session Marks Between 01/09/2008 - 11/06/2009.
Each cell contains session marks for a particular day e.g. morning and afternoon.

Month	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T		
September 2008	##	##	^	^	^	##	##	^	^	^	^	^	##	##	^	^	^	^	^	##	##	^	^	^	^	^	##	##	^	^		
October 2008			^	^	^	##	##	^	^	^	^	^	##	##	^	^	^	^	^	##	##	^	^	^	^	^	##	##	^	^	##	##
November 2008			^	^	^	##	##	^	^	^	^	^	##	##	^	^	^	^	^	##	##	^	^	^	^	^	##	##	^	^	^	##
December 2008	##	/M	^	^	^	##	##	L	^	^	^	^	##	##	L	^	^	^	^	##	##	##	##	##	##	##	##	##	##	##	##	##
January 2009					##	##	##	L	L	^	^	^	##	##	^	^	^	L	^	##	##	^	^	^	^	^	##	##	L	^	^	^
February 2009					##	##	##	Y	Y	^	^	^	##	##	^	^	^	L	^	##	##	##	##	##	##	##	##	##	L	^	^	^
March 2009					##	##	##	^	^	^	^	^	##	##	^	^	^	I	^	##	##	##	##	##	##	##	##	##	^	^	^	^
April 2009			^	^	^	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##
May 2009					^	##	##	##	^	^	LL	^	##	##	^	^	^	L	^	##	##	##	##	##	##	##	##	##	##	##	##	##
June 2009	^	^	^	^	^	##	##	^	^	^	/-	--	##	##	--	--	--	--	--	##	##	--	--	--	--	--	##	##	--	--	--	--
July 2009			--	--	--	##	##	--	--	--	--	--	##	##	--	--	--	--	--	##	##	--	--	--	--	--	##	##	--	--	--	--
August 2009						##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##	##

Code	Description	Sessions	%
/	Present (AM)	144	44.4
\	Present (PM)	153	47.2
C	Other authorised circumstances	1	0.3
I	Illness	3	0.9
L	Late (before registers closed)	21	6.5
M	Medical/Dental appointments	1	0.3
-	All should attend / No mark recorded	1	0.3

Session Attendance Summary... slm supporting

Session codes are clearly shown here

Created by Mr G. Georgiou

Page 10

Student Lesson Attendance Summary

The lesson attendance is the attendance mark for each of the six lessons that the child will attend each day.

Woodside High School > Parent > Student Lesson AttendanceDetail

Student Lesson Absences CENSORED << Back

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

Date Range:
 From: 10/05/2009 To: 10/06/2009

List of Absence Marks:

Name	Reg	Total	Period	Class	Mark
Summary of Absence Totals:					
Code	Description	Total			

Student Lesson Attendance Details CENSORED << Back

End Date: 11/06/2009

Page << 0 of 0 >>

Date	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
Monday 08/06/2009	ICT Y14 Attendance mark /	English W05 Attendance mark /	Tutor time E03 Attendance mark /	Drama W19 Attendance mark /		
Tuesday 09/06/2009	Maths E07 Attendance mark /	English W05 Attendance mark /	Tutor time E03 Attendance mark /	Drama W19 Attendance mark /		
Wednesday 10/06/2009	English W05 Attendance mark /	English W05 Attendance mark /	Tutor time E03 Attendance mark -	Maths E07 Attendance mark -		
Thursday 11/06/2009	Science E42 Attendance mark /	Science E42 Attendance mark /	Tutor time E03 Attendance mark -	English W05 Attendance mark /	PSHCRE E36 Attendance mark -	Maths E07 Attendance mark -
Friday 12/06/2009	Health & Social Care E13 Attendance mark -	Health & Social Care E13 Attendance mark -	Tutor time E03 Attendance mark -	Health & Social Care E27 Attendance mark -	PE Attendance mark -	PE Attendance mark -
Saturday 13/06/2009						
Sunday 14/06/2009						

Lesson codes

Code	Description
/	Present (AM)
C	Other authorised circumstances
I	Illness
L	Late (before registers closed)
M	Medical/Dental appointments
N	No reason yet provided for absence
-	All should attend / No mark recorded

Lesson Attendance Summary...

Absence marks are indicated at the top of the page

Each block shows the lesson, room and attendance mark

Lesson codes are clearly shown here

Please note - The lesson marks are as up to date as possible. However, some register marks take slightly longer to show up for PE lessons and classes that had a cover teacher.

Student Assessment Summary

The 'Student Assessment Summary' shows a list of your child's grades since they joined the school.

You can view older grades by changing the date and then clicking refresh

It will show the last 10 records but this can be changed by clicking the drop down list

Student Assessment Summary CENSORED

From: 01/09/2008 To: 11/06/2009 Refresh

Page << 1 of 1 >> Items per page 50 Displaying 1-16 of 16 items

Assessment	Description	Result	Notes	Date Achieved
TA Drama Yr10 T2	TTA Y10 T2	D=		31/03/2009
TA English Lit Yr10 T1	TTA Y10 T1	E=		11/12/2008
TA English Lit Yr10 T2	TTA Y10 T2	D-	D minus	06/04/2009
TA English Yr10 T1	TTA Y10 T1	E=		11/12/2008
TA English Yr10 T2	TTA Y10 T2	D-	D minus	06/04/2009
TA Geography Yr10 T1	TTA Y10 T1	D=		11/12/2008
TA ICT Yr10 T1	TTA Y10 T1	G=		09/12/2008
TA ICT Yr10 T2	TTA Y10 T2	G+	G plus	27/03/2009
TA ICT Yr11 T2	TTA Y11 T2	F-	F minus	30/03/2009
TA Maths Yr10 T1	TTA Y10 T1	E-	E minus	17/12/2008
TA Maths Yr10 T2	TTA Y10 T2	E-	E minus	01/04/2009
TA Maths Yr11 T1	TTA Y11 T1	F=		12/12/2008
TA PE Yr10 T1	TTA Y10 T1	C=		12/12/2008
TA PSHCRE Yr10 T2	TTA Y10 T2	E+	E plus	22/04/2009
TA Science Yr10 T1	TTA Y10 T1	E=		09/12/2008
TA Science Yr10 T2	TTA Y10 T2	C=		31/03/2009

TA stands for Teacher Assessment

Key:
T1 = Term 1 (autumn)
T2 = Term 2 (spring)
T3 = Term 3 (summer)

Student Classes

From this page you can view your child's school timetable.

Student Timetable					
New ▾ Actions ▾					
← → 08 June - 14 June 2009					
	8 Monday	9 Tuesday	10 Wednesday	11 Thursday	12 Friday
7					
8					
9	08:50 Mon:1 - ICT - AP - Y14	08:50 Tue:1 - Maths - JA - E07	08:50 Wed:1 - English - JS - W05	08:50 Thu:1 - Science - DAW - E42	08:50 Fri:1 - Health & Social Care - ETR - E13
10	09:50 Mon:2 - English - AJ - W05	09:50 Tue:2 - English - AJ - W05	09:50 Wed:2 - English - JS - W05	09:50 Thu:2 - Science - DAW - E42	09:50 Fri:2 - Health & Social Care - ETR - E13
11	10:50 Mon:3 - Tutor time - CH - F03	10:50 Tue:3 - Tutor time - CH - F03	10:50 Wed:3 - Tutor time - CH - F03	10:50 Thu:3 - Tutor time - CH - F03	10:50 Fri:3 - Tutor time - CH - F03
12	11:30 Mon:4 - Drama - JT - W19	11:30 Tue:4 - Drama - JT - W19	11:30 Wed:4 - Maths - JA - E07	11:30 Thu:4 - English - AJ - W05	11:30 Fri:4 - Health & Social Care - ETR - E27
13	13:20 Mon:5 - Maths - JA - E07	13:20 Tue:5 - Health & Social Care - ETR - E13	13:20 Wed:5 - Science - DAW - E42	13:20 Thu:5 - PSHCRE - ZM - E36	13:20 Fri:5 - PE - JG
14	14:20 Mon:6 - Science - DAW - E42	14:20 Tue:6 - Health & Social Care - ETR - E27	14:20 Wed:6 - Drama - JT - W19	14:20 Thu:6 - Maths - JA - E07	14:20 Fri:6 - PE - JG

By clicking on the class a new window will open up showing more details about that class

My Account Page

From the SLG homepage if you click 'My Account Page' then you will get the following page;

▼ My Details

CENSORED

First Name [M] [CENSORED]

Last Name [M] [CENSORED]

Current Home Address [L] [CENSORED]

Email Address [M] [CENSORED]@woodsidehighschool.co.uk

User Name [M] [CENSORED].CAPITA-CSO.co.uk

User Name (pre-Windows 2000) [M] [CENSORED]

If any of your details are incorrect then please contact the school to have them changed

Incorrect Information

If any of your details are incorrect please let us know by either sending an email to SLG@woodsidehighschool.co.uk 6761

▼ Change My Password

Your new password must have at least seven characters, at least one capital letter and have at least one number

Old Password

New Password

Confirm New Password

If you wish to change your password, please remember to use the rules stated on page 5