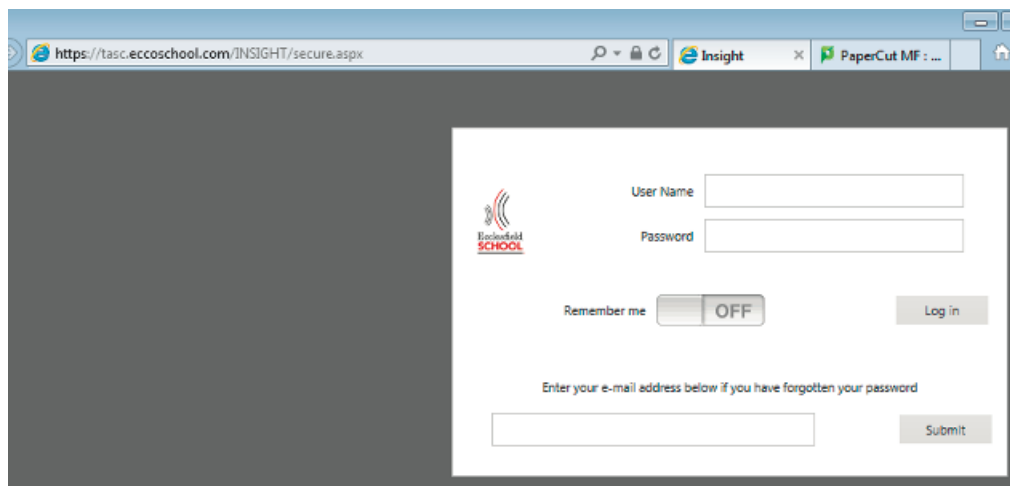# Ecclesfield SCHOOL

Welcome to your Parent Portal

Helping you support your child's learning.

Ecclesfield School parent portal guide

The following is a guide to help you navigate through the web browser version of the Ecclesfield parent portal.

To access the parent portal navigate to:-

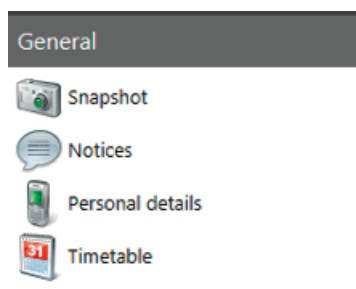https://tasc.eccoschool.com/insight

Please Log on using the credentials sent to you via email. It will take a while to load your details but you should then be presented with a summary page of your child's information.

General

On the left hand side of the screen are a number of options in the section called "General".


Snapshot

When you first log on you will see a snapshot of information about your child. This includes relevant notices, a summary of their behaviour, alert flags for their attendance and behaviour (hovering over the flags in a web browser shows more detail), their attendance this term and today's timetable. You can click on the teacher's name in the timetable and contact them (see below). This will send an email directly to the member of staff. They will not be able to reply directly but they will deal with any requests in due course.
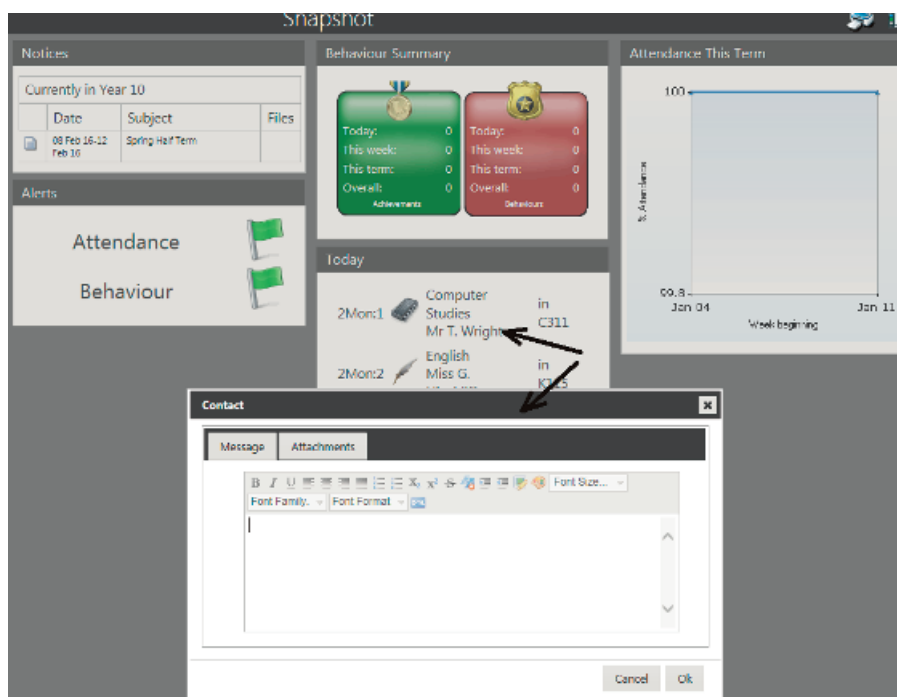
Notices

This is where any dates, notices or important documents will be placed (also visible on the snapshot page). The school will be able to post notices to individuals or groups of students e.g. by House or people involved in trips etc.
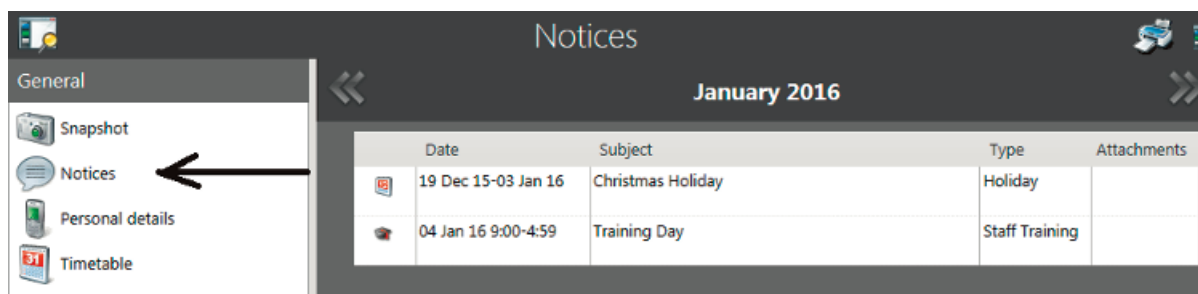

Personal details

This is where your personal details are shown. If any of the underlined information is wrong, you can click on it and make amendments. These amendments will be sent to student services to be checked and they will contact you for verification before making the relevant changes. If any of the other details are incorrect please go to the bottom of the page and click on the link in the section marked "Inform us by email"

Timetable (F)

This shows the week's timetable for your son/daughter. Again you can click on a member of staff's name (see G below) fill in the request in the box that appears and submit by clicking OK (see H below). This will send an email to the member of staff who will deal with any requests in due course. Using the "<<" or ">>" at the top of the section moves the timetable backwards and forwards a week at a time
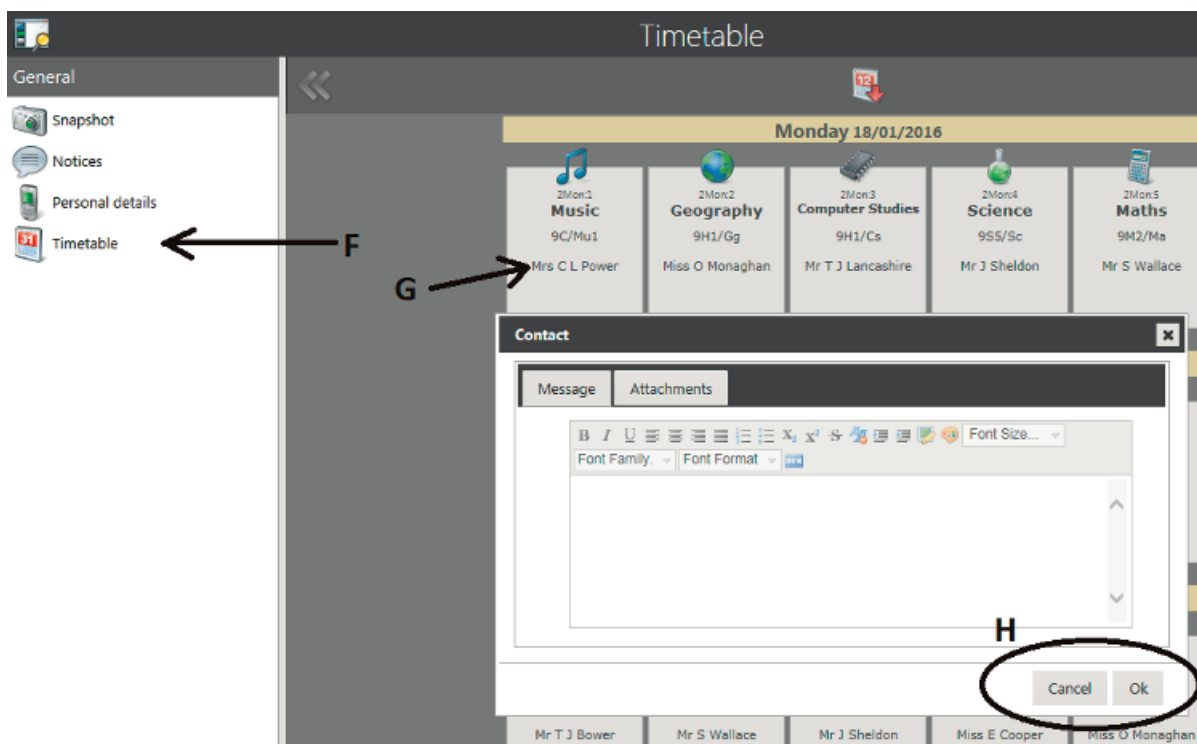
Clicking on the grey sections (see B below) brings up each of the other areas of information.
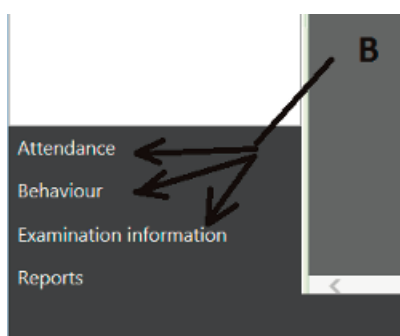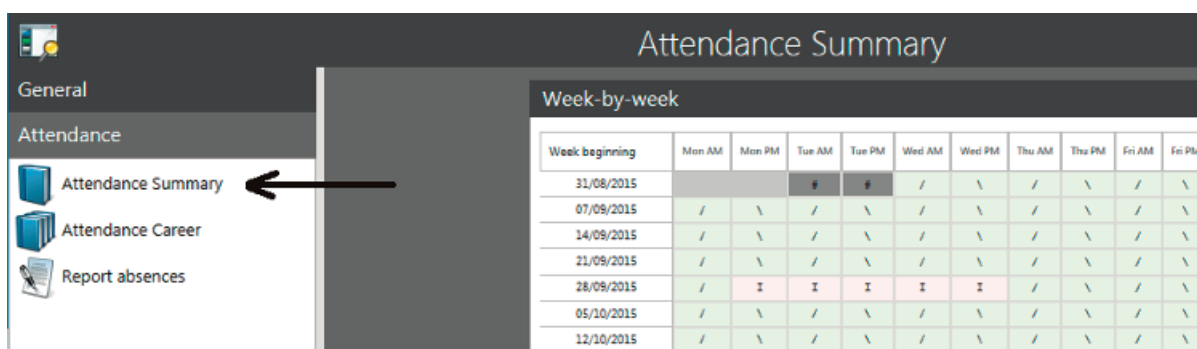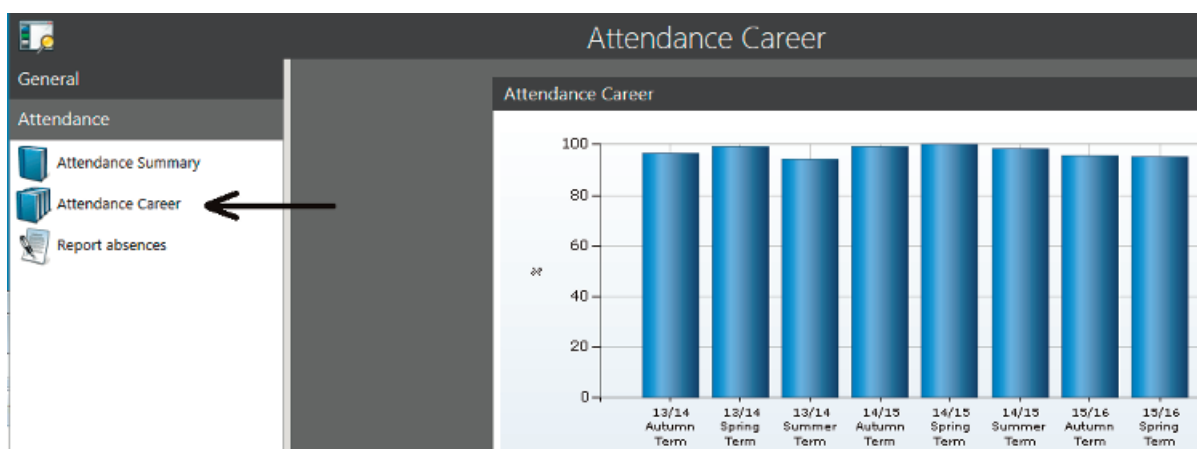
Attendance
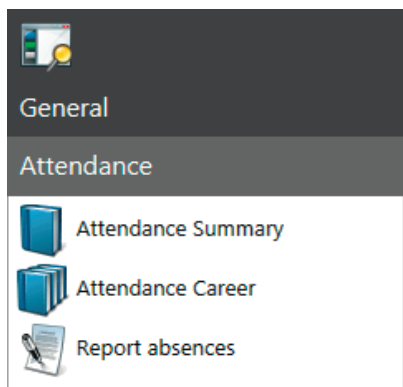
Attendance Summary

This section shows morning and afternoon registration marks. Please note that "today's" attendance will not be visible.
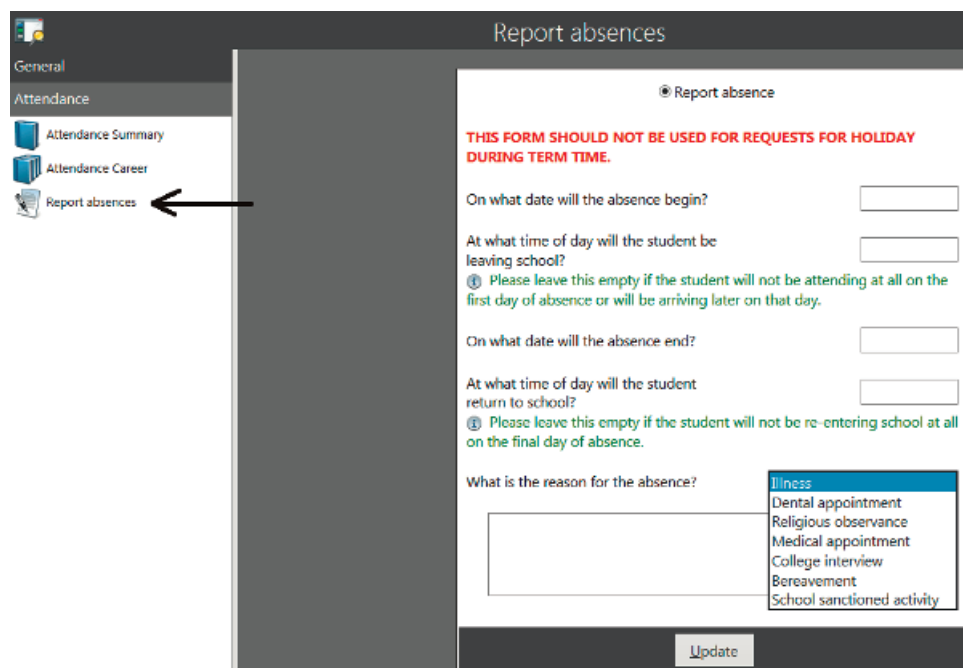

Attendance Career

This is a summary of your child's termly attendance whilst they have been at Ecclesfield.
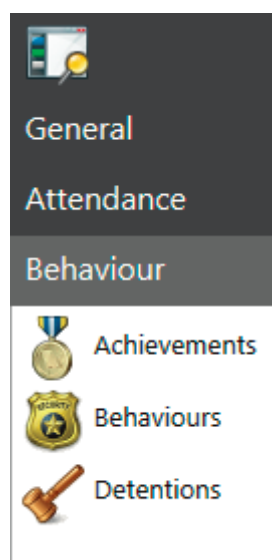
Report absence

This section allows you to report absence. Please fill in the relevant sections and click update. **Please note this form should not be used for holiday requests.**

Behaviour

Please note the lists detailed below will not be comprehensive and we would appreciate your continued support checking your child's planner for both behaviour concerns and achievements.

Achievements

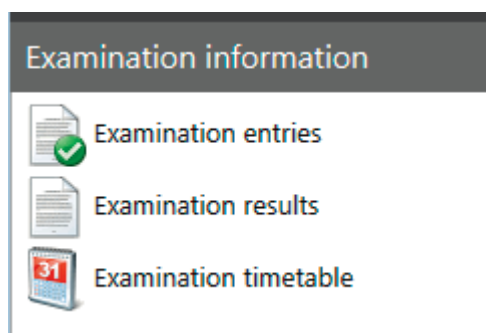This is a list of recorded achievements your child has gained.

Behaviours

This is a list of recorded behaviour incidents your child has been involved in.

Detentions

This is a list of detentions your child has/has not attended.

Examination information

Please note this section may be blank if your child has not been entered for any examinations.

Examination entries

This is a list of exams for which your child is entered.

Examination results

This is a list of exam grades gained by your child. *Please note the parent portal will be unavailable during the week of the exam results.*

Exam timetable

Once complete, this should give a timetable of exams to be taken.

Reports

This section contains a copy of the termly reports sent home. The most recent report is shown by default, other reports can be viewed by clicking "more reports" (D below) and selecting the appropriate report.

You can submit some feedback on the reports by clicking on "Give feedback" (E below)
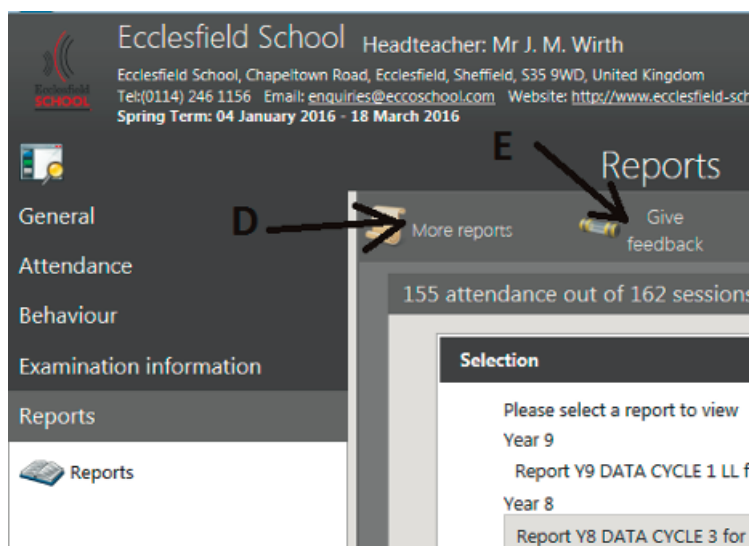
Other useful information

At the bottom of the screen in the middle there are 3 (or more) icons. If you have more than one child, click on their picture to change from one to the other (see J below). To change your password click on the lock icon (see K below). To exit the program click on the door icon (see L below)

If you need any help or support or wish to give any feedback on using the application please contact student services studentservices@eccoschool.com. Alternatively, you can come along to a training session at one of our Parents' Evenings where we'll be happy to help.

Thank you for using the portal to support your child's learning, we hope you find it useful.