

Stanborough School ePortal – A Short Guide for Parents

ePortal provides a web based view of the school's system by using a web browser to access the system.

Using ePortal you will have access to the data held for any student you are parentally responsible for. You will be able to view personal details and contact numbers, attendance details, conduct logs, report and assessment information and SATS results.

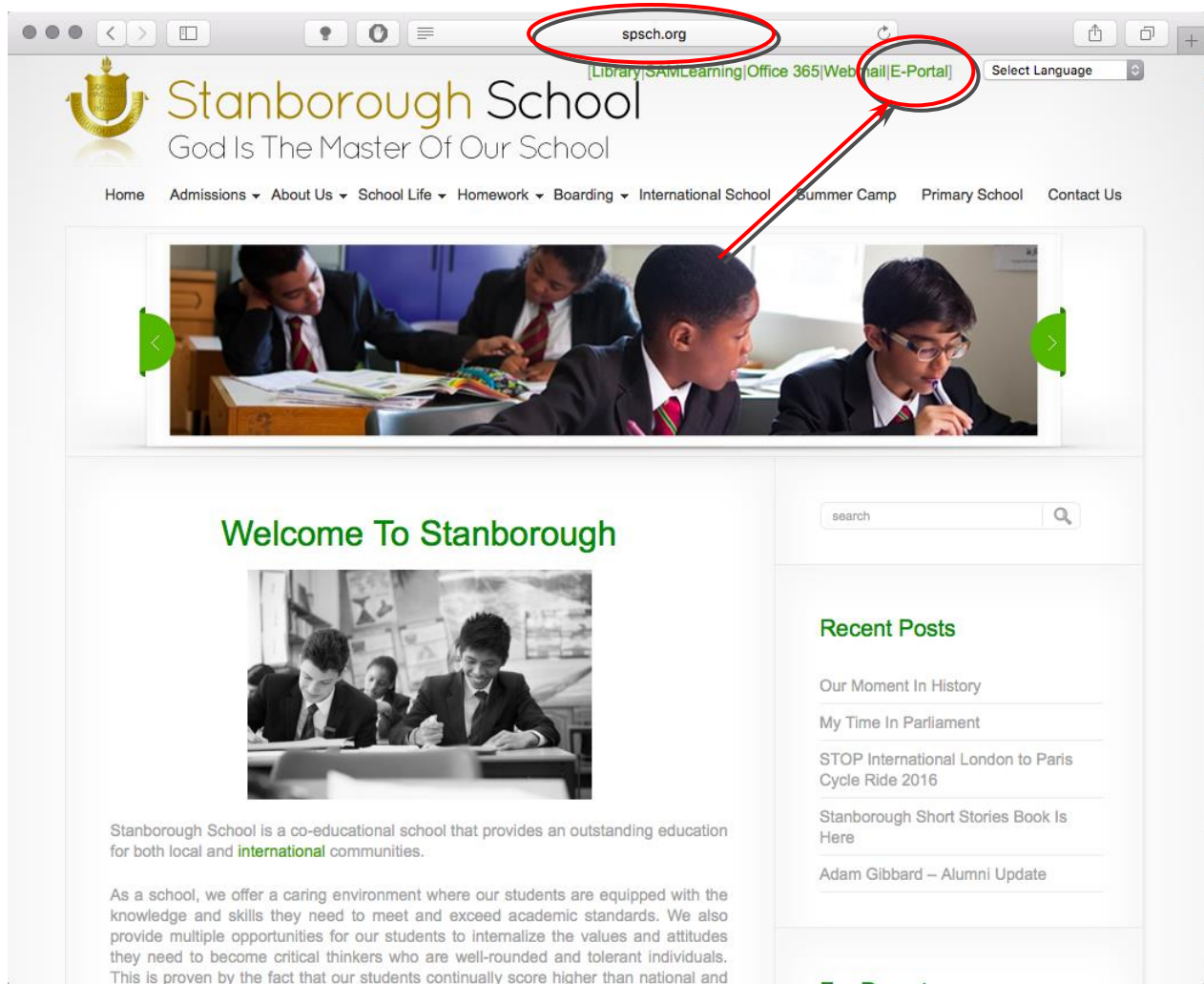
You will not be able to modify any information but if you find that some details are incorrect then please get in touch with the school to ensure that they are updated. Using ePortal is exactly the same as using any other webpage. If you are familiar with the internet you will have no problems finding your way around, if you are less familiar you will find everything you need to know has been included in this guide.

To access E-portal

First you need to connect to the internet and open any web browser

Now go to the Stanborough School website and click on E-Portal

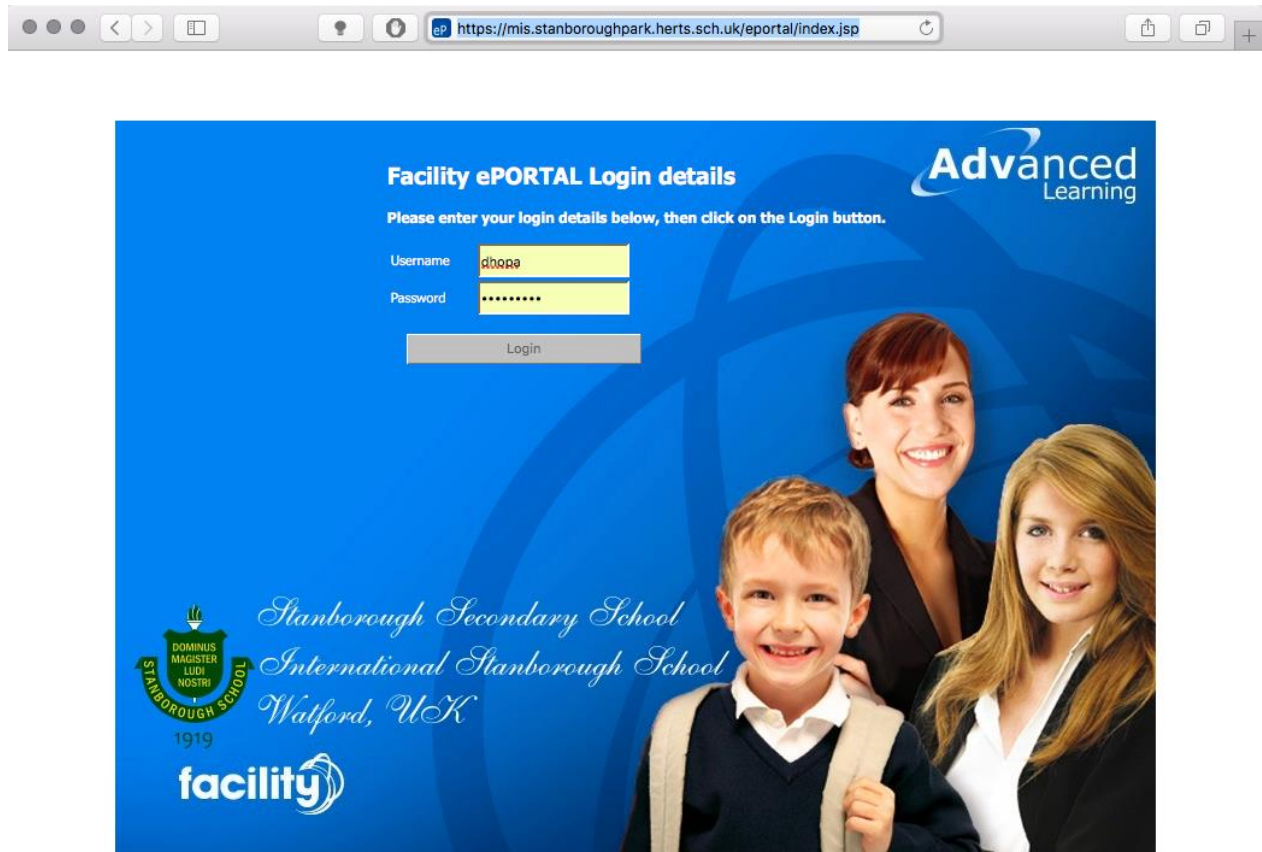
<http://www.spsch.org>



Alternatively, you can enter the following address into your browser and press return.

<https://mis.stanboroughpark.herts.sch.uk/eportal>

You should now be taken to the ePortal Login Window



Enter your **Username** and **Password**

NB – These were included in the letter/email to you sent by the school

Click the **Login button** to proceed

The ePortal Window

NB - A picture of the ePortal window is included on the next page.

There are separate windows for each child you are responsible for.

You can change between the two by clicking on the tab with the child's name on it.

You will see the following information is displayed for each child:

- **Student Details personal** details: DOB, Address, Doctors details etc.
- **Results** These are the results of internal teacher assessments
- **Timetable** A copy of your child's timetable (secondary schools only)
- **Attendance** An overview of attendance plus details of any absences
- **Student Events** Details of any disciplinary or commendation events records for your child.
- **Forecasts** Details of predicted grades
- **SATs Results** All SATs results recorded for your child

The ePortal Window

The screenshot shows the ePortal interface with a navigation bar at the top containing 'Home' and 'Logout' buttons. Below the navigation bar, there are several sections, each with a 'More...' button:

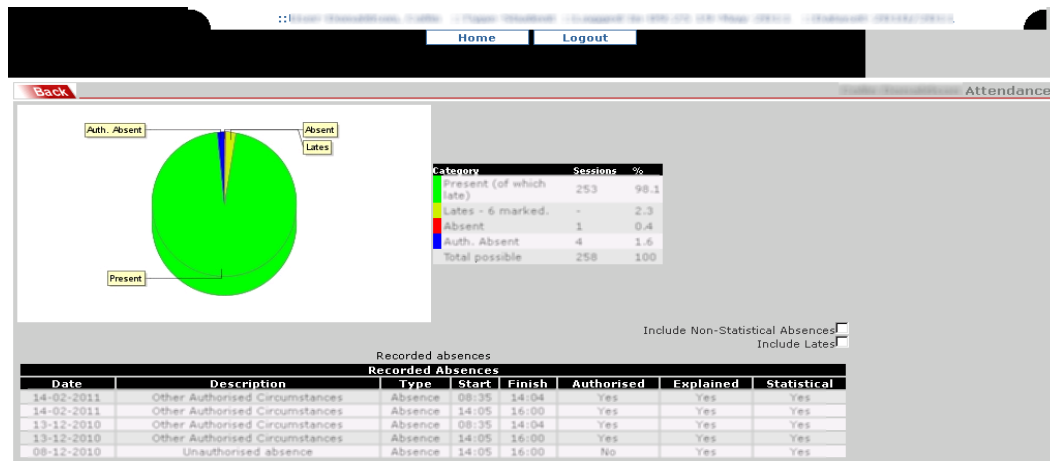
- Student Details**: Includes fields for 'Class group' and 'Address'.
- Noticeboard**
- Results**
- Reports**: Contains a table with columns 'Name' and 'Last Modified'.
- Exclusions**
- Target Analysis**
- Timetable**
- Attendance**: Features a pie chart and a table showing attendance statistics.
- Student Events**
- Student Behaviour Events**: Shows 'Published Behaviour Events For Today' with '0 positive' and '0 negative' counts, and 'Total Merits Score'.
- Forecasts**
- SATs Results**

The 'Attendance' section includes a pie chart with segments for 'Present' (green), 'Lates' (yellow), 'Absent' (red), and 'Auth. Absent' (blue). A legend to the right of the chart provides the following data:

| Category | % |
|--------------|------|
| Present | 95.7 |
| Lates | 2.3 |
| Absent | 0.4 |
| Auth. Absent | 1.6 |

To view all the information for any of the areas listed above click on the **More** button next to it.

For example to view the full attendance details click on the More button next to attendance.



You can now view all of the attendance details.

Please note that **only the absences are shown**. If you do not see an Absence for a date your child was marked present.

If you are checking that your child has registered at school today please wait until 9:30am to ensure all registers have been taken.

Additional Information

Please remember that the data contained within ePortal is sensitive.

Ensure you keep your username and password safe and secure and do not make them available to anyone else.

Always remember to log out of ePortal when you have finished using it so that no other individual can access the system.

Do not leave ePortal open on your PC while you are away from it.

If you find that any of the information contained in ePortal is incorrect or out of date or you have problems with login into or using the site please contact the school so we can correct the issue.

Email often produces the fastest response from the school! Please get in touch and we will respond as soon as possible.

The email address is techsupport@spsch.org