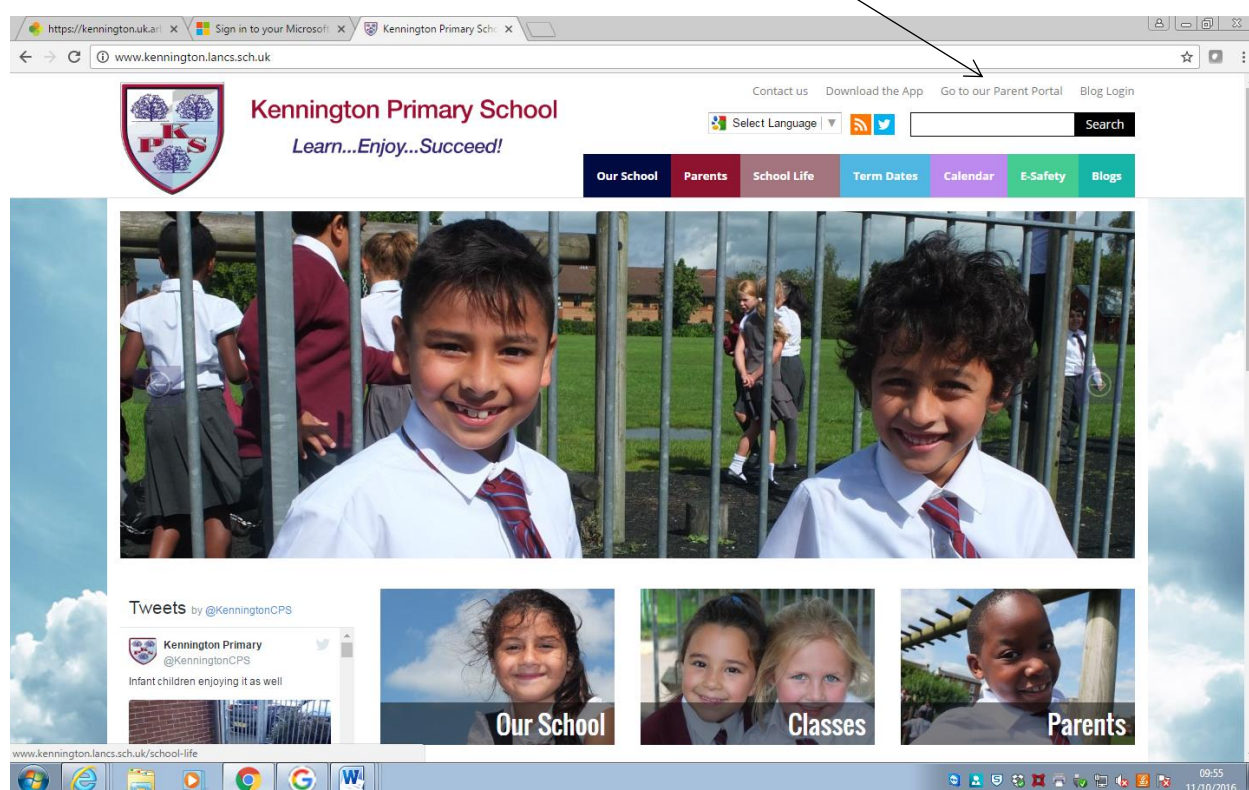# Instructions for using Parent Portal

1) Logging into Parent Portal

When your child joins Kennington Primary School, the school will send you a link with your login details to the portal. On your first login only, you will need to enter your child's date of birth to access the dashboard.
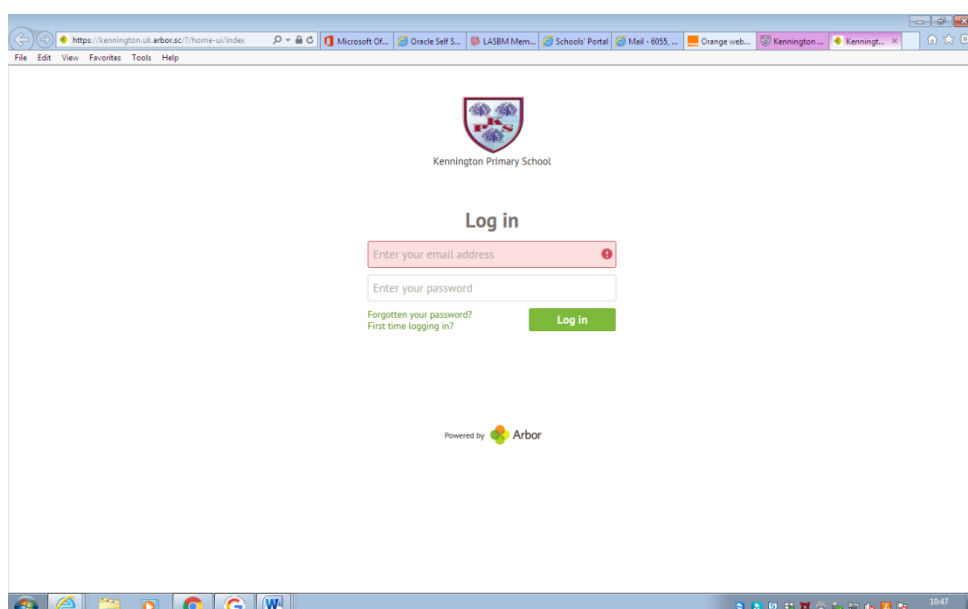
Once registered, the easiest way to access the parent portal is through our website www.kennington.lancs.sch.uk *Go to our Parent Portal*

Log in:

Login using your email address and password. If you have forgotten your password please click on **'Forgotten your password?'**
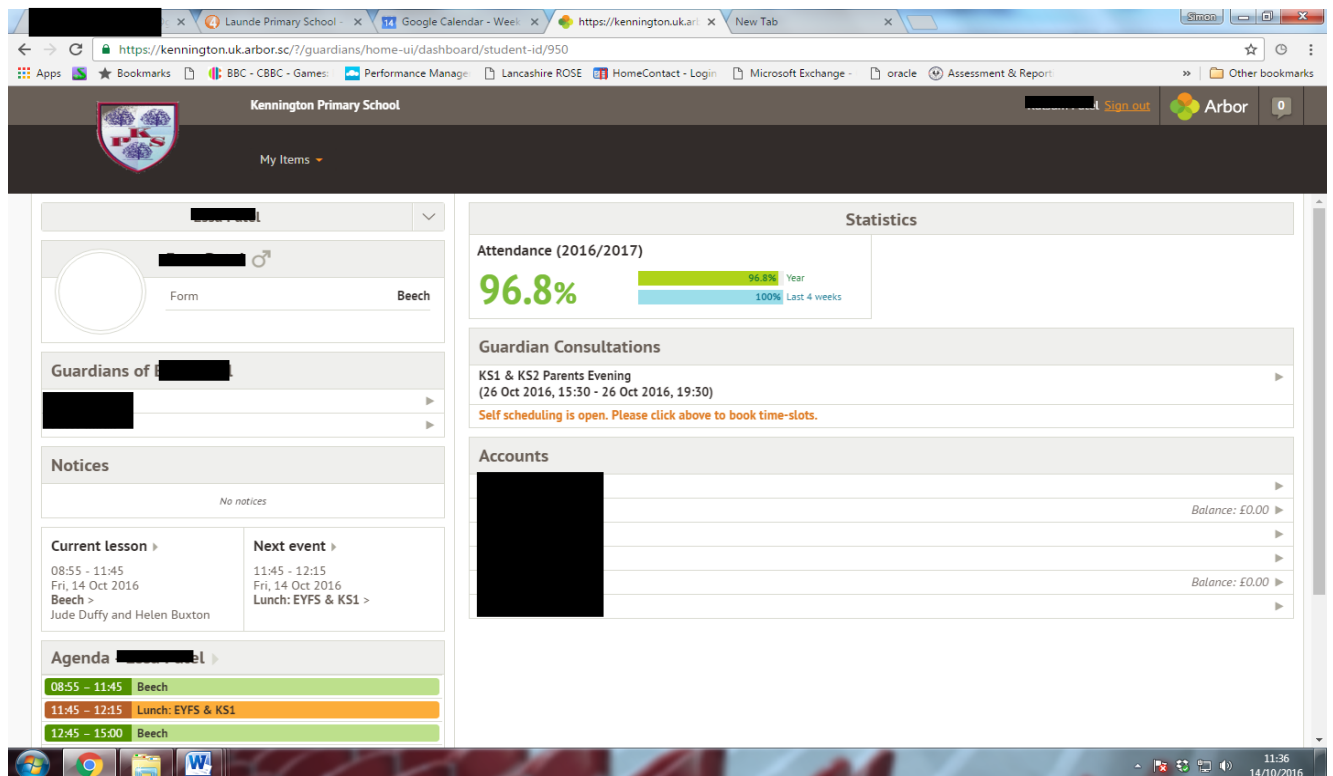If you are logging on for the first time please click on **'First time logging in?'**

The dashboard

The dashboard is the first screen that you will see. This gives a quick glance of the student's daily timetable, meals, notices, current attendance and progress.
You can return to this page at any time by clicking on the school's logo, or choosing Dashboard from any menu.

If you have more than one student in the school, you can access and view each student through the same portal by clicking on their name at the top and change sibling.

More details can be seen by clicking on the items on the page. For example, clicking the attendance percentage, will bring up the attendance page which breaks down the attendance figures into present, late, or absent.
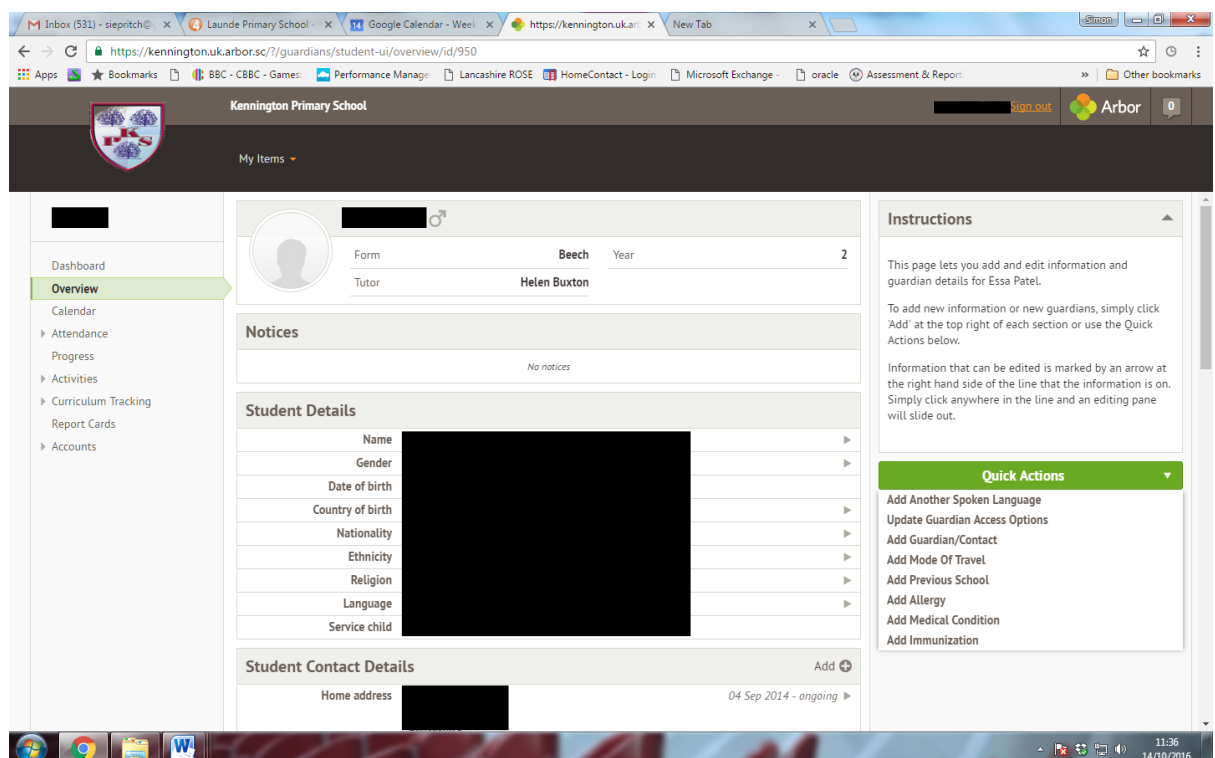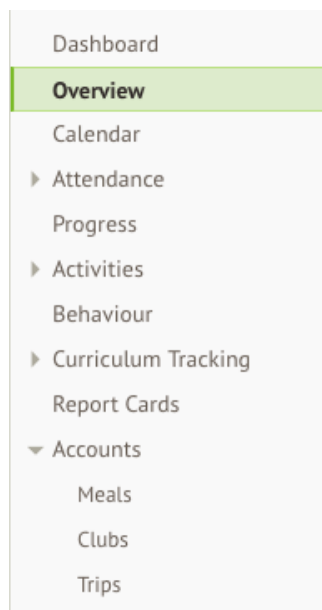
Parent Portal Main Screen

To access the main portal, click on the student's picture. Here you will first be able to view a quick overview, the student's basic information and contact details.

Any errors, such as missing information, will be shown on this page

These details should be checked, and updated with any changes so that the school can have the correct information. The school will not be notified about these updates.

Other items down the menu on the left include the student's attendance summary/ by date, progress and behaviour.

Attendance by Summary – Statistics and recent attendance for the academic year.

Statistics for Academic Year 2014/2015	
Possible attendances	390
Present	369 sessions (94.62%)
Late	25 sessions (6.41%)
Authorised absent	10 sessions (2.56%)
Unauthorised absent	11 sessions (2.82%)

Attendance by Date – This is a breakdown of the student's attendance, day by day with the mark.

Statutory attendance by date: 01 Sep 2014 - 31 Aug 2015		
▲ Date	▲ AM	▲ PM
Fri, 9th Jan 2015	✓	✓
Thu, 8th Jan 2015	✓	✓
Wed, 7th Jan 2015	✓	✓
Tue, 6th Jan 2015	✓	✓
Mon, 5th Jan 2015	G	V
Fri, 19th Dec 2014	✓	✓

Behaviour – In this section you can view the positive and negative behaviour points given.

Positives	
Lifetime	73 positives
2014/2015	73 positives
Spring Term	3 positives
School week	8 positives

▲ Awarded	▲ Points	▲ Category	▲ Narrative	▲ Awa
9th Jan 2015	+3	Independence	Great concentration during class.	Arbor Admin

Download Excel   Download PDF