



## Insight Parent and Carer User Guide

### Username and password

You will receive your username and password via email.



### Logging in

Logging in to Insight assumes that you have read and agreed to the Insight Acceptable Use Policy, available on the School Website.

To log in, access the Bowland High website home page [www.bowlandhigh.lancs.sch.uk](http://www.bowlandhigh.lancs.sch.uk) and select Insight at the bottom right hand side of the page.

### Insight:

Enter the username and password that you have been issued with and click **Log in**.

You will be prompted to create your own password at initial log-in.

Please keep this password secure, as the Insight account contains personal information about your child.

Please **do not** let your child use your log-in – their school usernames and passwords will allow them to log-on to their own student accounts with access to all relevant information on a read-only basis via the Insight portal.

A screenshot of the Insight login interface. It shows a username field with a person icon, a password field with a lock icon and the text 'Password', and a green 'Log in' button. Below the password field is a link that says 'Don't know your password?'. In the bottom right corner, there is a small logo for 'Recovery app' featuring a tree on a hill.

### Forgotten password

If you have forgotten your password, please click on 'Don't know your password' and follow the instructions.

### Logging out

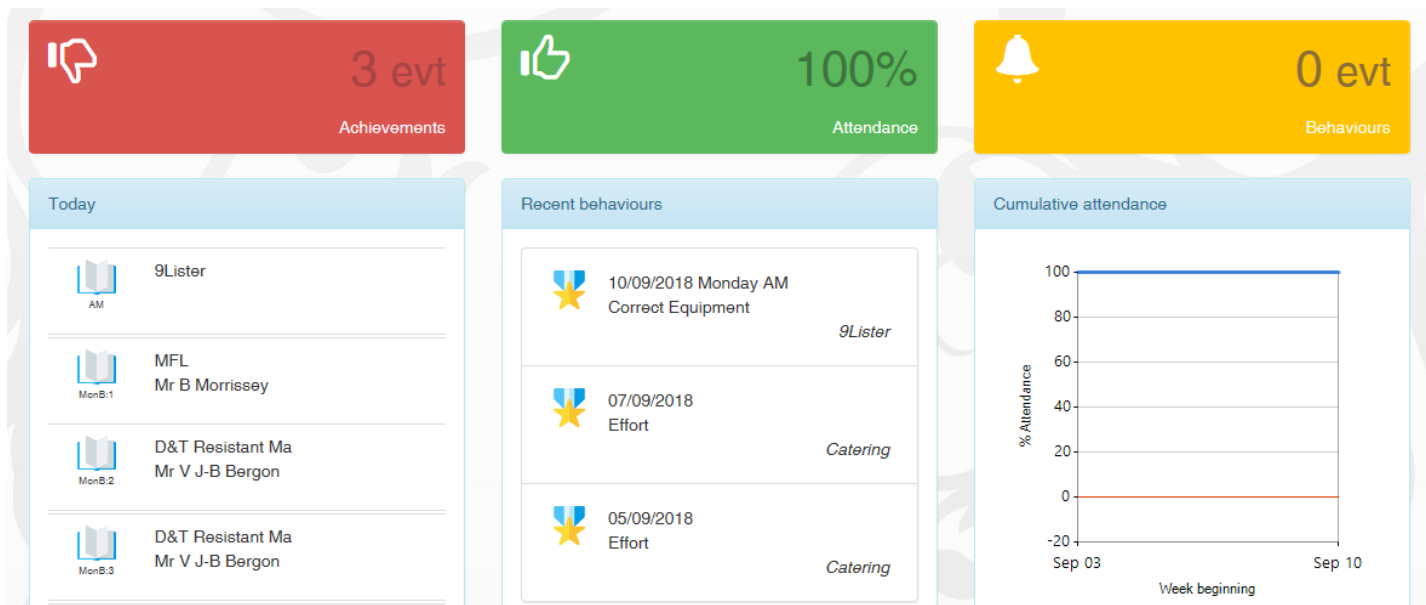
Please ensure that you log out of Insight when you have finished using it. To log out, click the drop down box next to your username at the top right hand side of the screen. You can also change your password in this area.

The menu options are:

- General**
- Attendance**
- Behaviour**
- Subjects**

## General Tab

The **Snapshot** screen under the **General** tab gives an overview of your child's information. If you have more than one child at the school then you can switch between them by clicking on their names at the top of the screen.



**The coloured tabs** are visible for Achievements, Attendance and Behaviour. A green thumbs up indicates an acceptable standard, red thumbs down indicates cause for concern. Clicking on the Achievements and Behaviour tabs will give you more information.

### School Details

Address and contact details for the school. There is facility here to contact the school via email.

### Notices

Messages will be sent to communicate information to parents.

### Personal Details

This screen allows you to view the contact details that the school holds for you. You will only see your own details here. The school's main system holds the information of any other contacts you have advised us of as per the admission form. **Please make sure that we have your correct telephone numbers, postal and email addresses.** If you need to update any of your details, please contact school to let us know. All updates are passed on to our administration staff who will make the relevant changes.

### Timetable

The timetable screen shows the current day. Use the double arrows at the top corner of each screen to look at the week ahead or the previous week. Use the grey scroll bar on the right hand side to scroll up or down through the days of the week. Each tutor group and lesson is shown with the class, teacher.

### Parents Evening

This is where you can book appointments for parents evenings. You will receive a notification when a parents evening is scheduled.

### School Dinners

This area lists what they have purchased from the dining hall.

## Attendance Tab

The attendance tab gives you access to detailed analysis of your child's attendance at school to date. **Attendance Summary** shows a daily record of am and pm attendance along with a weekly percentage.

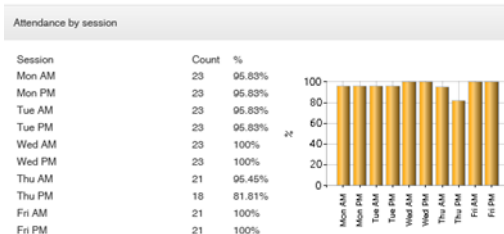
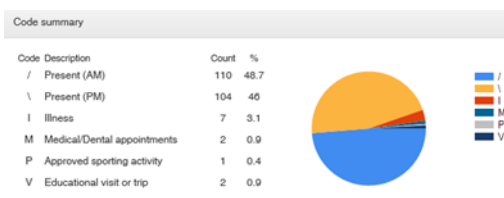
**Attendance Career** displays a graphical view of your child's attendance in each term during their time at Bowland High.

**Report Absences** - you can use this service to provide a reason for absence in the past ("Historical Absence", which includes "today"), or to give the school notice of "planned absence" in the future. Please complete all the fields, including the reason in the box and click Update. If your child is unwell, please notify the school using this function, if possible before 9.00 am. All information entered in this page is sent securely to our attendance administrator in school who will record the reasons provided.

Please note that it is not possible to request holiday absence through Insight, please request a leave of absence form from the school office. Please also be aware that holidays should not be taken in term time.

A note about attendance: high attendance is a key factor in academic success. If at all possible, all students should aim for 100% attendance. We monitor attendance carefully and will follow up students whose attendance falls below acceptable levels.

For more details about our Attendance Policy, please refer to the school website or contact school.



Update

Historical or ongoing absence  Planned absence

On what date did the absence begin?

On what date did the absence end?

📘 If the absence is still ongoing, please enter the date that you expect it to end.

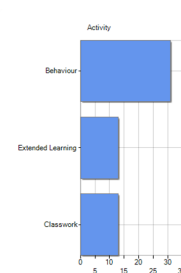
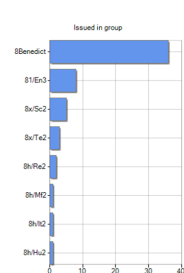
What is the reason for the absence?

## Behaviour Tab

The **behaviour tab** provides details of school achievement and behaviour points issued throughout the academic school year.

**Achievements** 'list' or 'charts' shows a list of society points, use the grey scroll bar on the right hand side to scroll down the page .

Event date	Event time	Type	Points	Recorder	Issued In	Subject
10/09/2018		BW1 Effort Worked well independently	1	Mrs A. Bradley	10B/Ca1	Catering
10/09/2018		BW4 Equipment Correct Equipment	1	Ms F. Hardisty	10Benedict	
07/09/2018		BW1 Effort Effort	1	Mrs L. Whittaker	103/En	English
29/06/2018		BW3 Behaviour Good representation of school	3	Ms F. Hardisty	9Benedict	



**Behaviours and detentions** shows a detailed list of behaviour sanctions. Use the grey scroll bar on the right hand side to scroll down the page.

Yellow Lunch Time Detention 1st Half	Mr B Jackson (8L)	19/06/2018	25/06/2018 12:25:00	Reset detention from 19/06/2018 12:25
Yellow Lunch Time Detention 1st Half	Mr B Jackson (8L)	19/06/2018	22/06/2018 12:25:00	Missing Extended Learning/Yellow Sanction

For more details about our Behaviour and Discipline Policy, please go to the School website, or contact school.

## Subjects Tab

The **subjects** tab allows access to your child's school report.

Click on each report to view. Hover the mouse over any part of the report and the grey Acrobat toolbar will appear, (please note - depending on the operating system you are using you may have a different built in PDF viewer). Here you can save, print, navigate through the pages and zoom in and out. You will be informed by SMS text message or email when a new school report is published in Insight.

## Other information

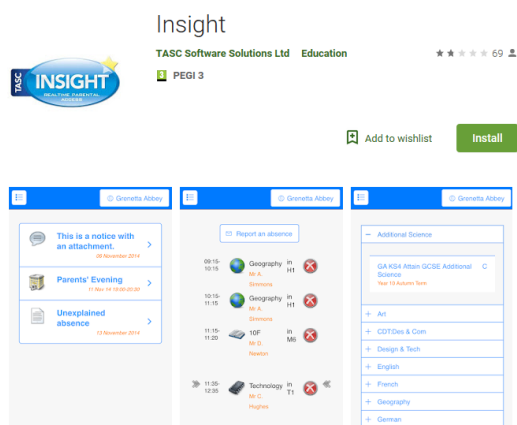
### Siblings and Parental Responsibility

Insight accounts have been set up for all parents/carers with parental responsibility with whom the child is resident and are registered as the priority 1 parent/carer on our system. **Where parents do not live together, each parent will receive a separate username and password.**

If you have parental responsibility for more than one child at this school, you should see siblings already linked at the top of each page. **If that is not the case and you have received multiple usernames and passwords for your children, please notify the school by emailing [insight@bowlandhigh.lancs.sch.uk](mailto:insight@bowlandhigh.lancs.sch.uk).** Please contact the school if you have questions about this or to update our records if necessary.

### TASC Insight mobile application

Insight will work by accessing it in the usual way on smartphones or other mobile devices, however there is also a mobile application available should you wish to use it. To find the application navigate to the App Store or Google Play Store on your device and search for TASC Insight. Install the application in the normal way.



### Insight support

We hope that you will find Insight easy to use. If you have any questions or difficulties using Insight please send an email to: [insight@bowlandhigh.lancs.sch.uk](mailto:insight@bowlandhigh.lancs.sch.uk)