



RICHMOND SCHOOL & Sixth Form College

November 2011

Dear Parent/Guardian

Parental Portal

I am writing to inform you of an exciting new development which is about to be launched by the School. The Parental Portal will allow you as parents to log in and access a whole range of data about your children:

- Aiming High data – 3 times per year
- Attendance information
- Student timetables
- Homework that has been set
- Messages home
- Newsletters and other correspondence

We are currently trialling the system with members of the School's Parental Forum prior to the next round of Aiming High data being made available via the Parental Portal to all parents as follows:

Years 12/13 14 December
Years 9/10 15 December
Years 7/8 16 December
Year 11 20 January

There are of course huge benefits to both the School and to you as parents. You will be able to access key data sooner because it will no longer have to be sorted into envelopes and posted home, nor will important communications from School be at risk of going astray. An enormous amount of money will also be saved in postage, which can then be directed back into student learning.

To log into the Parental Portal, you will have a user name, which will be the e-mail address you have already supplied to us. Your unique password will be e-mailed to you using the

Darlington Road
Richmond
North Yorkshire
DL10 7BQ
School Tel: (01748) 850111
Sixth Form College Tel: (01748) 828136
School & College Fax: (01748) 828106
E-mail: admin@richmondschool.net
Website: www.richmondschool.net

'Keep Kids Safe' software within the next few weeks and you will be able to change your password via the 'My Account' facility.

If you have not yet let us have an e-mail address, or if this has recently changed, then please e-mail parents@richmondschool.net as soon as possible with the e-mail address and the names and tutor groups of your children, so that we can amend our records. If any parent currently has access to the Internet but is not confident in using it and feels they need support in order to log on, the School is happy to provide this either via an online tutorial or through individual support, in which case you should telephone Mr C Turnbull, our IT Manager, on 01748-828118.

For those parents who do not have access to the Internet we will, of course, continue to send information home to you by post.

Yours sincerely

Ian Robertson
Headteacher

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