



GROBY COMMUNITY COLLEGE
Achieving Excellence Together

PARENT SERVICES

ABSENCE NOTIFICATIONS BY TEXT

INFORMATION COMMUNICATION

ONLINE PAYMENTS

STUDENT REPORTS

HOMEWORK NOTIFICATION

PARENTS EVENING ONLINE APPOINTMENTS

INTRODUCTION

Your child's time at Groby Community College is a vital period in their education, and we aim to provide parents /carers with as much information as possible to enable you to encourage and support your child to achieve their very best.

With this aim, we have several parent services which we have implemented to support parents by providing ongoing information about:

- **events and activities**
- **trips**
- **student progress and reports**
- **parents evenings / forums**
- **student support sessions**
- **equipment for learning purchases**
- **payments for other items**

Many of the services are internet based and we use email to communicate with parents where we can, rather than rely on documents being lost by students or ending up at the bottom of a bag and never being passed on to the parent!

Therefore it is important that you let us have your email details and if you change your email provider, please let us know so we can update your records.

The following sections provide more information about the main services we offer. For some of them you will be issued with a login and password once your child starts in the new academic year.

1. ABSENCE TEXT MESSAGES

If your child is absent for an registration or period 1, a text message will be sent home to notify a parent that they are not at College - please phone us on 0116 2879921 to explain why your child is not present or to query the information if applicable.

Please ensure we have your up to date mobile /home phone numbers.

If a student is ill and unable to attend College, parents should phone and leave a message on the absences line by 10am each day they are absent.

Medical Appointments: hospital, doctor, dentist, orthodontist - please let us know in advance to avoid text messages being sent.

2. INFORMATION COMMUNICATION

Where possible we prefer to send general communication to parents via email, rather than in a printed format for students to bring home.

In addition, most documents are posted on our website, so we recommend you check it on a regular basis to keep up to date with what is happening in and around college.

For those parents who do not have email or access to the internet, we will however, continue to issue printed documentation for students to bring home.

For sending emails we currently use a communications system called **ParentPay**.

We can send emails with attachments to all parents/parents of a year group or specific group easily and efficiently. All such emails can be recognised as being initiated by **platform@parentpay.com**.

3. ONLINE PAYMENTS VIA PARENTPAY



ParentPay offers parents/carers a way of paying for items online; ultimately working towards no longer accepting cash and cheque payments, making the college a cash-free environment.

Making a payment is straightforward and the system holds a payment history for you to view at a later date; no card details are stored in any part of it.

We hope you will support us in achieving our goal to become a cashless college and reduce the workload on our staff. Your support in using **ParentPay** will help the college enormously, thank you.

What does ParentPay do?

- enables you to pay for trips, activities and college buses
- offers a highly secure payment site
- gives you a history of all the payments you have made
- allows the merging of accounts if you have more than one child at the college
- shows you all items available for payment relevant to each of your children
- emails a receipt of your payment to the email address you register
- offers you the ability to set automated email/SMS payment reminders

How does ParentPay help you?

- gives you the freedom to make payments to college whenever and wherever you like
- stops you having to write cheques or search for cash to send in
- gives you peace of mind that your payment has been made safely and securely
- helps with budgeting; payments are immediate, there is no waiting for cheques to clear
- payments for many of the larger trips can be made by instalments up to the due date
- you never need miss a payment or have insufficient credit with automated email/SMS alerts
- ParentPay is quick and easy to use

How do I get started?

We will send you an activation letter containing your temporary username and password to enable you to setup your **ParentPay** account. During the activation process you will be guided through changing your username and password to something more memorable; you can also merge your accounts if you have more than one child at Groby Community College.

If you do not use the internet or have a credit card, we will, of course, continue to take cash or cheque payments for items. Please send such items in a sealed envelope with the name of the student, the amount and the activity written on it. Alternatively you may visit the college in person and see one of the reception staff to make a payment.

4. STUDENT REPORTING ONLINE

We understand that access to student reports is vital for all parents. With that in mind we are introducing a new system in 2014-15, called **SIMS In-touch**. We will use this to email copies of all reports securely home to parents.

We also offer a web based system that enables parents/carers to access data that the college holds about your child:

Timetable

Attendance

Behaviour

Periodical reports

Attainment

Personal details

This system is called PARENTAL ONLINE ACCESS (POA).



Student Basic Information - Ben Abbot	
Legal Forename	Benjamin
Middle Name(s)	Michael
Legal Surname	Abbot
Preferred Surname	Abbot
Preferred Forename	Ben
Date of Birth	12/07/1993
Age	16 years, 7 months
Gender	Male
Birth Certificate Seen	<input checked="" type="checkbox"/>
More Student Details...	

If parents wish to access this system (in addition to reports being emailed) they may do so requesting a User ID and Password to log on.

To arrange this, please contact:

Mrs Denise Wynne, Data Manager

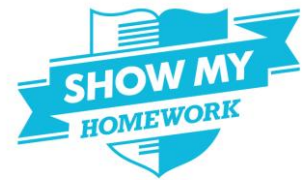
dwynne@grobycoll.com

or

Mrs Debbie Lee, Student Services Manager

dlee@grobycoll.com

5. HOMEWORK NOTIFICATION: SHOW MY HOMEWORK (SMHW)



We offer an online homework service, called “Show My Homework” which allows all students and parents/carers to easily identify what homework activity has been set. It will allow you to see:

- The homework activity The subject and class code
- The name of the teacher The date it was set
- The date it is due in How long it should take to complete

It is an online internet based system, which can be accessed our College website:

www.grobycoll.com then on the home page, click on the “SMHW” link.

(Alternatively you can go direct to the SMHW site at www.showmyhomework.co.uk)

You can filter the homework listings by subject / teacher/ class or you may prefer to customise your login so that only your child’s classes are shown. All students will be given a letter at the start of the new term (see example below) with their logins and also logins for parents/carers. If you wish to customise your account you will need to do so by using this login. Accounts can only be customised if parents have an email address.

For parents without email/internet access you will be able to see what homework has been set by checking your child’s student organiser. Where homework requires students to complete paperwork, this will continue to be issued directly to the child in the lesson to bring home in the usual way.

If you have a query about SMHW please contact:

Mrs Cathy Cornelius, Assistant Principal ccornelius@grobycoll.com
Site Administrator for SMHW

6. PARENTS EVENING ONLINE APPOINTMENTS

The college is introducing a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and welcome any feedback.

To use the system you will be prompted to go to our college website: www.grobycoll.com, then click on the bottom external footer titled; "Booking System".

A letter will be issued in the new term with further details.

**If you would like more information of any of the services listed,
please contact the College:**

Mrs Debbie Lee, Student Services Manager
dlee@grobycoll.com

Tel. 0116 2879921 (SWITCHBOARD)

or

0116 2817001 (DIRECT LINE)



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