

MCAS Parent Guide

MyChildAtSchool [MCAS]



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Introduction

MyChildAtSchool [MCAS] is a portal enabling parents to view their child's academic performance in real-time via a web browser. This facility allows exclusive access to the child's **Attendance**, **Assessment** and **Behaviour** whenever the parent/carer wishes. As well as student performance data, the portal also provides general useful information about school such as the **Academic Calendar** and **Announcements**.

In summary, **MyChildAtSchool** provides:

- Access to real-time **Attendance**, **Assessment** and **Behavioural** data
- An insight to parents on their child's schoolwork (homework topics etc.)
- Communication facilities to improve contact between parents and schools
- Instant access to **Published Reports** and **Letters**
- Option to purchase **Items**, join **Clubs** or book **Trips**

Note: The information in this guide is based on all the modules being available to the school. Some options like **Behaviour** or **Assessment** may not be used by the school, therefore these will not be available on your **Home Page**.

Note: This guide will explain all of the options available to a MyChildAtSchool User. Your school may not have the modules that enable all of these options so you may not see all of them when you view MyChildAtSchool. Also some of the options are configurable and the school may not give access to all of the options for example access to staff e-mails. The school also has configuration options of Colour, Menu Titles and Sub Menu Titles so these may also differ from the images in this guide

Note: If you have any issues logging into your account, please contact the school directly and not Bromcom. Bromcom only supply the software, the school maintain User login details.



How to Access MCAS

To login to the **MCAS Parent Portal** you will need to have a valid e-mail address registered with the school and an **Invitation Code** which the school would have sent to you. If you do not have an **Invitation Code** please contact the school for one, as you will **NOT** be able to access the **Parent Portal** without one.

From within your web browser type www.mychildatschool.com this will open the login page.

The image displays two side-by-side screenshots of the mychildatschool.com website. The left screenshot shows the 'PARENT LOGIN' screen, featuring fields for 'Your School ID' (with a calculator icon), 'Your User Name' (with a person icon), and 'Password' (with a lock icon). Below these fields is a checkbox for 'Remember School ID and Username'. At the bottom of the screen are links for 'Forgotten Login Details?' and 'Redeem Invitation Code?' (the latter is highlighted with a red box). A large blue 'Login' button is at the bottom. The right screenshot shows the 'REDEEM YOUR INVITATION CODE' screen, featuring fields for 'School ID' (with a calculator icon), 'Username' (with a person icon), and 'Invitation Code' (with an envelope icon). Below these fields is a 'reCAPTCHA' box with the text 'I'm not a robot' and the reCAPTCHA logo. At the bottom is a large blue 'Redeem Code' button. A 'Back to Login' link is located at the bottom of this screen.

Click on the **Redeem Invitation Code?** link and enter your **School ID**, **Username** and the **Invitation Code**, which will be a unique 10 character alphanumeric code, [which can only be used once to setup the **Account**], tick the **I'm not a robot** box and click on the **Redeem Code** button.

You will then be asked to **Setup your Details**, enter the required information to setup the **Login Details** and click on the **Save Account Details** button, a message will be displayed that the new **Login** setup has been successful and you will be returned to the **Login** page.

The screenshot shows a web-based account setup form titled "SETUP YOUR ACCOUNT DETAILS". At the top, it says "Miss A Andrews". Below are four input fields: "Email" (with an envelope icon), "Confirm Email" (with an envelope icon), "Password" (with a lock icon), and "Confirm Password" (with a lock icon). A note below the fields says "Select a security question and then type your answer." A dropdown menu is open, showing "What was your childhood nickname?". Below the dropdown are two more fields: "Security Answer" (with a lock icon) and "Confirm Security Answer" (with a lock icon). At the bottom is a large blue "Save Account Details" button. At the very bottom of the form is a link "Back to Login".

An e-mail will also be sent to the e-mail address entered asking for the **Login** information to be verified, if this is not verified the you will not be able to **Recover Account Details** or change the **Password** in the future.

Dear MyChildAtSchool user,

Thank you for setting up your username and password retrieval details.

Security Question:
What was the name of your first pet?

Answer:
S****

Please click [Here](#) to validate this information – If you do not validate the details provided you will not be able to retrieve a forgotten username or password on-line.

A pop-up reminder will appear every time you log into MyChildAtSchool until you validate these details.

Please do not reply to this email as it is automatically generated.

Kind Regards
MyChildAtSchool.com

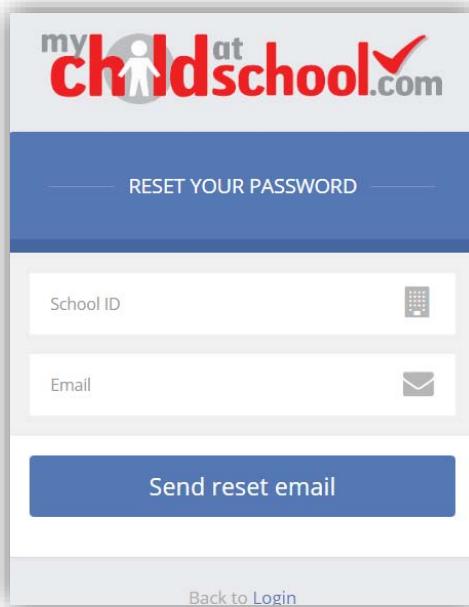
You will now be able to **Login** using your new **Login Details**.

If you should forget your **Login Information**, clicking on the **Forgotten Login Details?** link will allow you to reset your **Password or Recover Account Details**.



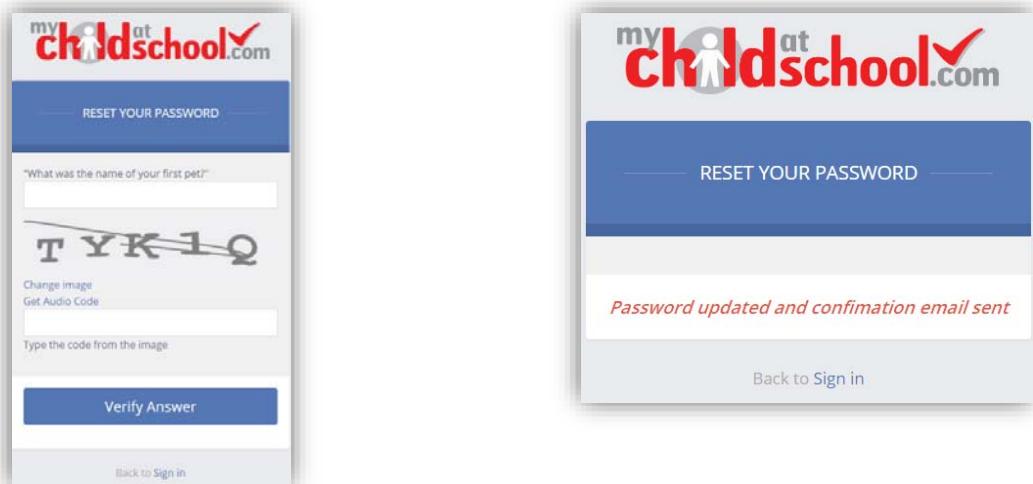
Reset Password

Selecting the **I need to reset my password** option will open the **Reset Password** window, where you will be asked to enter the **School ID** and **Email** address then click the **Send Reset email** button.



An e-mail will be sent to the verified e-mail address entered, click on the **Here** link.

Hello from MyChildAtSchool.com
A request for password reset has been received.
If you did not request for your password to be changed, please contact your school.
Please click [Here](#) to reset your password. This link will expire in 15 minutes.
Please do not reply to this email as any received emails are deleted immediately.
Regards
MyChildAtSchool.com



The **Security Question** set previously will be asked and the **Code** from the image will need to be entered, then click the **Verify Answer** button, a new page will show that the requested changes have been made and a confirmation e-mail will be sent.

Hello from MyChildAtSchool.com
 Your password has been successfully updated
 If you did not change your password, please contact your school.
 Please do not reply to this email as any received emails are deleted immediately.
 Regards
 MyChildAtSchool.com

Recover Login Details

Selecting the **Recover my login details** option will open the **Recover login Details** window, where you will be asked to enter the **School ID** and **Email** address then click the **Recover my login details** button.

RECOVER YOUR LOGIN DETAILS

Enter the School ID and email that you have registered with your MyChildAtSchool account below.

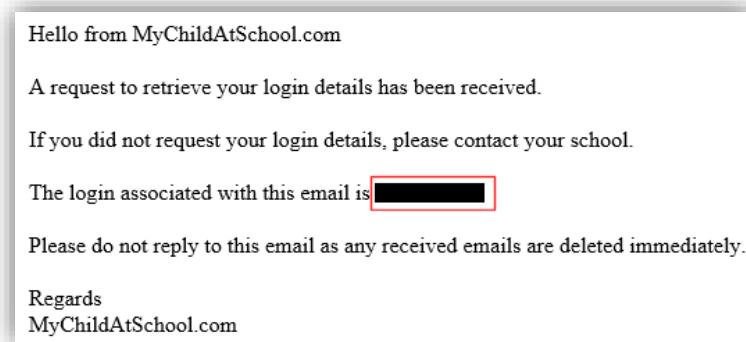
School ID

Email

Recover my login details

[Back to Login](#)

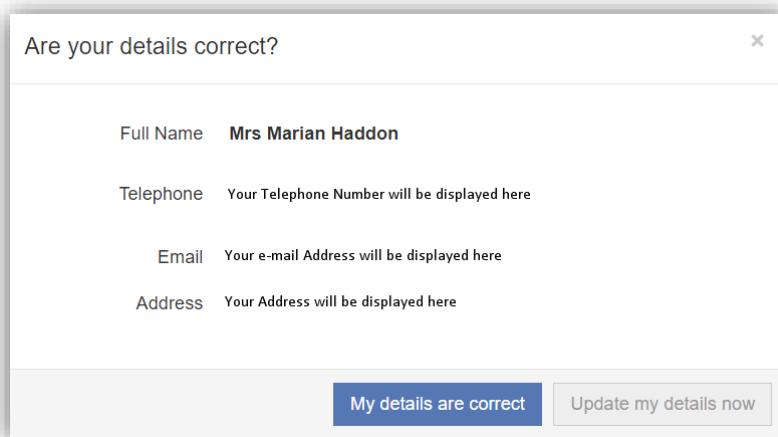
An e-mail will be sent to the verified e-mail address entered with the login name [this will be displayed on the e-mail and not blanked out as in the image].



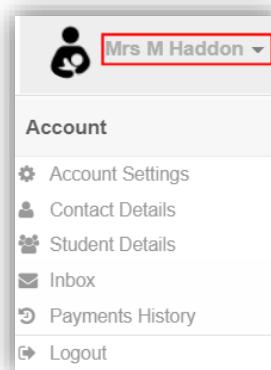
Account Options

On first login to MCAS your **Contact Details** will be displayed, if they are correct click on the **My details are correct** button, if they are not click on the **Update my details now** button and update your **Details** and **Save** when finished.

The school set the frequency this option appears, it maybe just once or every 30 or 60 days etc., allowing for new phone numbers or changes to e-mails to be updated.



These details can be updated at any time from the **Account** option, by clicking on the down arrow right of your name and selecting the option from the dropdown menu.



Note: What will be displayed in these options is dependent on the school. Therefore not all of these options may be visible to you.

The **Account Settings** page contains the **Reset Password**, **e-mail Address** (that will be used with **MyChildAtSchool**) and the **Security Details** options.

The screenshot shows the 'Account Settings' page with three main sections:

- Reset Password:** Contains fields for Current Password, New Password, and Re-enter New Password. A green 'Update' button is at the top left of this section, with a red box highlighting it.
- Email Address:** Contains a field for Email address (Your e-mail address) and a note below stating: "This is the email address that MyChildAtSchool will use when you request forgotten user account details".
- Security Details:** Contains fields for Question (What was your childhood nickname?) and Answer (Security Answer).

Update the information and click on the **Update** button to save.

The **Contact Details** page contains the **Personal Details** of the **User**.

The screenshot shows the 'Contact Details' page with a blue header bar containing the title. Below the header is a green 'Save' button with a red border. A blue bar labeled 'Personal Details' spans across the top of the main content area. A note at the top of the content area states: 'Please note - Any amendments will first be approved by Helpdesk Test Portal administration staff before any records are permanently updated. Amendments that are not approved will revert back to their original state.' The main form fields include:

- Legal Full Name:** Mrs Marian Haddon (dropdown menus for prefix and surname)
- Honours:** (empty text input field)
- Salutation:** Mrs M Haddon (text input field)
- Preferred Form of Written Contact:** Mail (dropdown menu)
- Member of UK Armed Forces:** (checkbox)
- Telephone Details:** Your Mobile Number (text input), Mobile (dropdown menu), Delete button
- Telephone:** (text input), Select (dropdown menu)
- Email Details:** Your e-mail address (text input), Home (dropdown menu), Delete button
- Email address:** (text input), Select (dropdown menu)
- Address Details:** Your Address (text input), Home (dropdown menu), Delete button
- Postcode:** (text input), Find button, Select (dropdown menu)

Update the information by using the dropdown menus and the **Delete** buttons to remove out of date information and click on the **Save** button to save.

Note: Information edited here is linked to the information held within the school MIS, but will not be updated within the MIS until the school have accepted the changes. If not approved the updated information will revert to its original state.

Note: The **Helpdesk Test Portal** highlighted at the top of the page is the name of the **Database** being used for this Guide, the name of the school would be here.

The **Student Details** page contains the **Student Details**, **SEN (Special Educational Needs)** and **Medical Information**.

The screenshot shows the 'Student Details' page with the following sections:

- Student Details:** Contains fields for Legal First Name (Emma), Legal Middle Name (Francis), Legal Last Name (Adesiyen), Preferred First Name (Emma), Preferred Last Name (Adesiyen), Former Last Name (empty), Date of Birth (24/09/2004), Telephone Details (Work, Home, Mobile, Telephone), Email Details (Your e-mail Address, Select dropdown), and Address Details (1, Acer Road, Worcester, Big, Home, postcode, Find, Selected).
- SEN (Special Educational Needs):** A table with columns: Provision (Stage), Date Placed on Stage, Review Date, End Date, Priority, Type of Need, Start Date, End Date, Notes.
- Medical:** A list of medical details including NHS Number, Blood Group, Emergency Consent to School, Paramedical Support, Doctors, Linked Surgeries, Medical Conditions, and Disabilities.

Only the **Student Details** can be updated, once done click on the **Save** button to save.

Note: Information edited here is linked to the information held within the school MIS, but will not be updated within the MIS until the school have accepted the changes. If not approved the updated information will revert to its original state.

Note: The **Helpdesk Test Portal** highlighted at the top of the page is the name of the **Database** being used for this Guide, the name of the school would be here.

The **Inbox** page contains any **Conversations** between the school and the **User**.

The screenshot shows the 'Inbox' page with a header 'Inbox Is there anything you need to say?'. On the left, a panel lists recent conversations:

- B BromcomUser: Dinner Money alert for Adesiyen Emma: current ... (14/01/2020)
- Bromcom Helpdesk Secondary School: Dinner Money alert for Adesiyen Emma: current ... (14/01/2020)

On the right, a detailed view of the first conversation is shown:

B BromcomUser

Dinner Money alert for Adesiyen Emma: current balance is £3.00. Please top up her balance.
14/01/2020

Dinner Money alert for Adesiyen Emma: current balance is £3.00. Please top up her balance.
14/01/2020

Dinner Money alert for Adesiyen Emma: current balance is £3.00. Please top up her balance.

The left panel displays the latest **Conversations**, clicking on one of these will display the content of the **Conversation** in the right panel.

To select a **Conversation** with a particular member of staff, select them from the dropdown list.

The screenshot shows the 'Inbox' page with a header 'Inbox Is there anything you need to say?'. On the left, a panel lists recent conversations:

- Ms C Andrews: Hello Mrs Haddon, I am looking forward to seeing Emma at the Red ... (14:46)
- B BromcomUser: Dinner Money alert for Adesiyen Emma: current ... (14/01/2020)
- Bromcom Helpdesk Secondary School: Dinner Money alert for Adesiyen Emma: current ... (14/01/2020)

On the right, a detailed view of the conversation with Ms C Andrews is shown:

Ms C Andrews

Hello Mrs Haddon, I am looking forward to seeing Emma at the Red Hot Chilli Cookery Club.
14:46

To start a new **Conversation** with a member of staff select them from the dropdown list and enter your message at the bottom of the page and click on the **Flight** icon.

The screenshot shows the 'Inbox' page with a header 'Inbox Is there anything you need to say?'. A message is being composed in a text area:

Hello Mrs Andrews, Can you tell me what Emma has to bring to the Red Hot Chilli sessions please.

A blue 'Flight' icon is located to the right of the message input field.

You will then be able to follow the **Conversation** and reply.

The screenshot shows an inbox interface with the following messages:

- Ms C Andrews:** Hello Mrs Haddon, She will only need to bring al... 15:01
- B BromcomUser:** Dinner Money alert for Adesiyen Emma: current ... 14/01/2020
- Bromcom Helpdesk Secondary School:** Dinner Money alert for Adesiyen Emma: current ... 14/01/2020
- Ms C Andrews:** <p>Hello Mrs Haddon,</p><p>I am looking forward to seeing Emma at the Red Hot Chilli Cookery Club.</p> 14:46
- Ms C Andrews:** Hello Mrs Andrews, Can you tell me what Emma has to bring to the Red Hot Chilli sessions please. 14:58
- Ms C Andrews:** Hello Mrs Haddon, She will only need to bring along the ingredients, a list will be sent to you 1 week before the session. 15:01

A message input field at the bottom says "Type your message".

Note: The **Helpdesk Test Portal** in the dropdown list box is the name of the **Database** being used for this Guide, the name of the school would be here.

The **Payment History** page contains the last **10 Payments** made by to the **User**.

Order Number	Authorisation Code	Order Date	# of Items	Payment Method	Total Amount	Order Status
40007-0000101	3535756	18/02/2020 08:58:59	2	Card	£60.00	Paid
99997-0000100	3300927	21/01/2020 11:09:18	1	Card	£3.00	Paid
99997-0000099	3300898	21/01/2020 11:06:51	1	Card	£5.00	Paid
99997-0000095	3039335	11/12/2019 09:51:42	1	Card	£5.00	Paid
99997-0000094	3039313	11/12/2019 09:49:15	1	Card	£5.00	Paid
99997-0000093	3039223	11/12/2019 09:42:59	1	Card	£5.00	Paid
99997-0000092	3039176	11/12/2019 09:37:23	1	Card	£10.00	Paid
99995-0000090	2614561	16/10/2019 09:17:10	1	Card	£15.00	Paid
99995-0000089	2614502	16/10/2019 09:10:19	1	Card	£0.00	Refunded
99995-0000087	2583363	10/10/2019 18:23:53	1	Card	£10.00	Paid

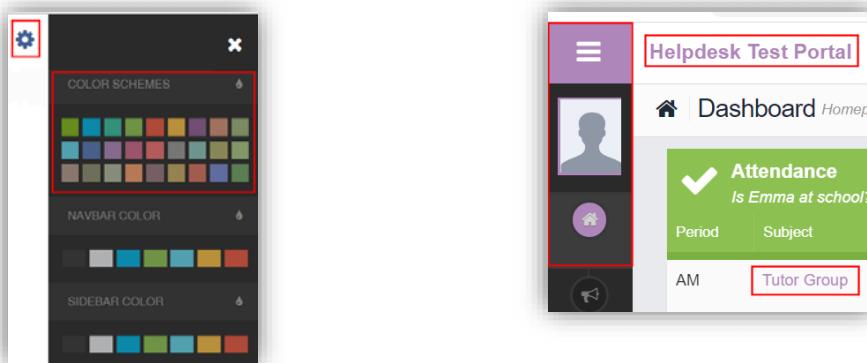
Showing 10 entries

This page can be **Searched** or **Ordered** by **Columns**.

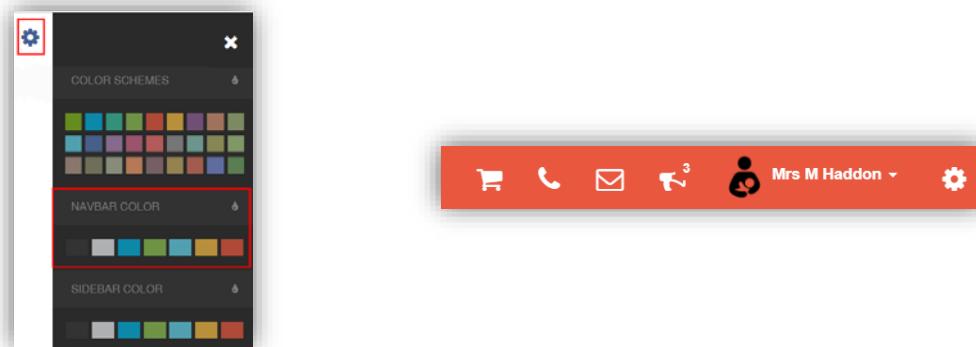
Customising the Pages

The **Colour Scheme** option allows the **Homepage** to be customised.

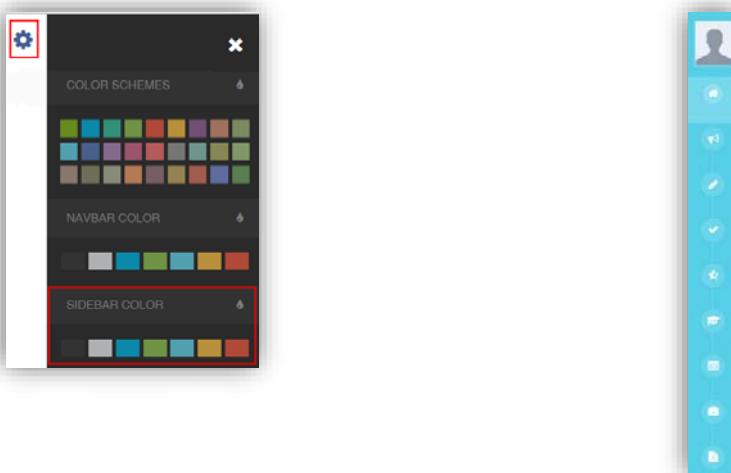
Selecting a colour from the **Colour Schemes** section will change the colour of the header bars and the text.



The **Navbar Colour** option will change the background colour of the **Navbar**.



The **Sidebar Colour** option will change the colour of the **Menu Bar**.



Selecting the MCAS Dashboard

Once you have logged in the **Dashboard** will be displayed.

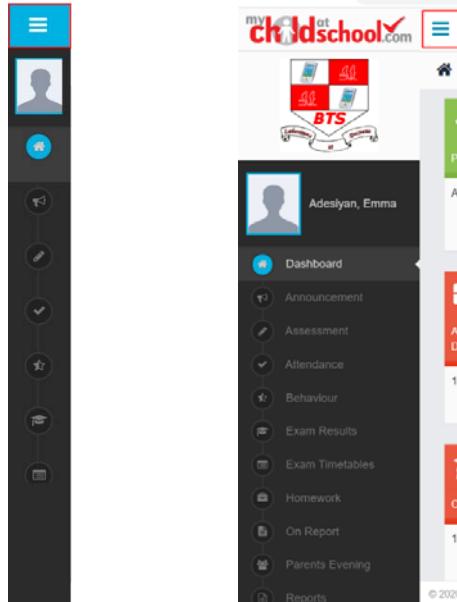
The screenshot shows the MyChildAtSchool MCAS Dashboard. On the left is a vertical menu bar with icons for Dashboard, Announcement, Assessment, Attendance, Behaviour, Exam Results, Exam Timetables, Homework, On Report, Parents Evening, and Reports. The main area contains several widgets:

- Attendance:** Shows if Emma is at school. A green button labeled "More" is highlighted with a red box.
- Assessment:** Shows Emma's performance across subjects: Art (9+), English (9+), ICT (9+), Mathematics (9+), PE (9+), and RE (9+). Buttons for "Autumn Current", "Spring Current", and "Summer Current" are shown.
- On Report:** States that Emma does not have any "On Report" arrangements.
- Behaviour:** Shows Emma's recent behaviour with entries: Good Classwork (green checkmark), CO Minor Consequence (red X), Star Pupil (green checkmark), and Chewing Gum (red X).
- Homework:** Shows Emma has homework assigned: Math Workbook p.43 due 28/02/20 (15 days) - p.50.
- Announcement:** States "The school will be closed" on 21st January 2019.
- Reports:** Shows how Emma is performing.

Please Note: What is displayed here is enabled by the school, who may **NOT** use all of the available options. The school also has configuration options of **Colour**, **Menu Titles** and **Sub Menu Titles** so may differ from the images in this **Guide**.

Each **Widget** will display a quick view, clicking on the **More** button will open that option, giving more detailed information. The **Widget** options can also be opened from the **Menu Bar** on the left by clicking on the option.

The **Menu Bar** also has a scrollbar to the left and can be minimised or maximised by clicking on the **Three Bar** icon.



Note: Some of the options are only accessible via the **Menu Bar** and are not displayed as **Widgets**.

You will always know where you are within the **MCAS Module**.

The screenshot shows the 'Attendance' section of the MCAS module. At the top left is a red box containing a checkmark icon and the word 'Attendance'. Below it is a sub-header 'Is Emma at school?'. At the top right is another red box labeled 'YOU ARE HERE: Dashboard > Attendance'. The main content area lists student names with small profile pictures: Emma, Daniel, and James.

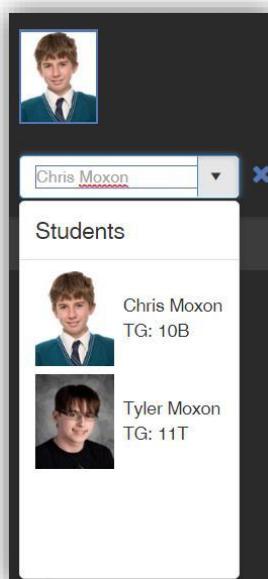
The following options are available and will only be displayed if enabled by the school:

- Academic Calendar
- Announcement
- Assessment
- Attendance
- Behaviour
- Classes
- Clubs & Trips
- Dinner Money
- Dinners
- Dinner Detail
- Exam Results
- Exam Timetables
- Homework
- On Report
- Parent Evenings
- Parental Consent
- PayPoint Balance
- Reports
- School Shop
- Timetable
- Outstanding Payments

Multiple Students

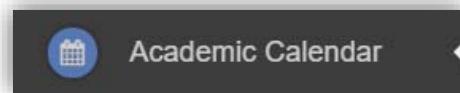
Clicking on the name of the student, next to the photograph, will open a list of other students associated with the **User**.

Click on the photograph or the text to change views. Allowing information for more than one associated **Student** to be viewed without having multiple logins.



Academic Calendar

The **Academic Calendar** is accessible from the **Menu Bar** only.



It displays the school year showing school days and holidays, there is a legend which explains the colour coding. The colours are configurable by the school so may differ from the image.

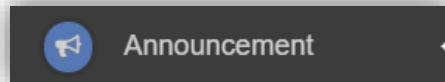
Academic Calendar							YOU ARE HERE: Dashboard													
 Normal Day		 Staff Only		 Holiday		 Closure		 Not a School Day		 Not in Term		 School Event								
2019 - 2020																				
September				October				November				December								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	1	2	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30
January				February				March				April								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						4	1	2	3	4	5	6	1	2	3	4	5	6	7	1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	1	2	3	4	5	6	7
12	13	14	15	16	17	18	9	10	11	12	13	14	15	8	9	10	11	12	13	14
19	20	21	22	23	24	25	16	17	18	19	20	21	22	15	16	17	18	19	20	21
26	27	28	29	30	31		23	24	25	26	27	28	29	22	23	24	25	26	27	28
														29	30	31				

Clicking on a day will display the details for that day.

		February						
F	S	S	M	T	W	T	F	
3	4							
10	11	2	3	4	5	6	7	
17	18	9	10	11	12	13	14	
24	25	16	17	18	19	20	21	
								28
Monday - 17/02/2020								
Day Status:				Holiday				

Announcements

The **Announcement** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** displays the latest **Announcements**, click on the **More** button to open the page.

The school will be closed Jason Pattinson on 21st January 2019
The school will be closed due to snow, please watch this page for updates

School Open Christine Andrews on 20th April 2016
The school will be open again from today 20th April

School Closure Christine Andrews on 18th April 2016
The school will be closed due to snow, please watch this page for updates

If there are any previous **Announcements** they will also be displayed.

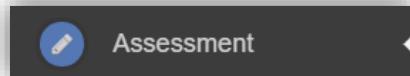
The school will be closed Posted by Jason Pattinson on 21th January 2019.
The school will be closed due to snow, please watch this page for updates

School Open Posted by Christine Andrews on 20th April 2016.
The school will be open again from today 20th April

School Closure Posted by Christine Andrews on 18th April 2016.
The school will be closed due to snow, please watch this page for updates

Assessment

The **Assessment** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** displays the last 6 published **Assessment** grades, click on the **More** button to open the page.

Assessment How is Emma performing?			
	Autumn Current	Spring Current	Summer Current
Art	9+	9+	9+
English	9+	9+	9+
ICT	9+	9+	9+
Mathematics	9+	9+	9+
PE	9+	9+	9+
RE	9+	9+	9+

The **Assessment Grades** will be displayed and can be ordered in ascending and descending order by clicking on the **Up/Down Arrows** at the top of each column.

Assessment How is Emma performing?								
Year 10 - 19/20		YOU ARE HERE: Dashboard > Assessment						
Subject	Subject Teacher	Attendance (%)	Autumn Current	Autumn Target	Spring Current	Spring Target	Summer Current	Summer Target
Art	Mr S Williams	100.00	9+	7	9+	7	9+	7
Drama	Mr C Tailor	100.00						
English		98.33	9+	7	9+	7	9+	7
ICT	Mr G Strachan	100.00	9+	7	9+	7	9+	7
	Mrs J Janice							
Mathematics	Mr J Marshall	96.88	9+	7	9+	7	9+	7
PE	Mr D Thompson	93.75	9+	7	9+	7	9+	7
	Mr P Oddie							
RE	Mr S Mehmet	100.00	9+	7	9+	7	9+	7
Science Combi.1	Mr A Obenguye	97.50						

Showing 8 entries

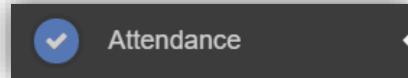
A Search option allows a search to be made on the **Assessment Collection** for example selecting **English** will list the **English Grades**.

Assessment How is Emma performing?								
Year 10 - 19/20		YOU ARE HERE: Dashboard > Assessment						
Subject	Subject Teacher	Attendance (%)	Autumn Current	Autumn Target	Spring Current	Spring Target	Summer Current	Summer Target
English		98.33	9+	7	9+	7	9+	7

Showing 1 entries (filtered from 8 total entries)

Attendance

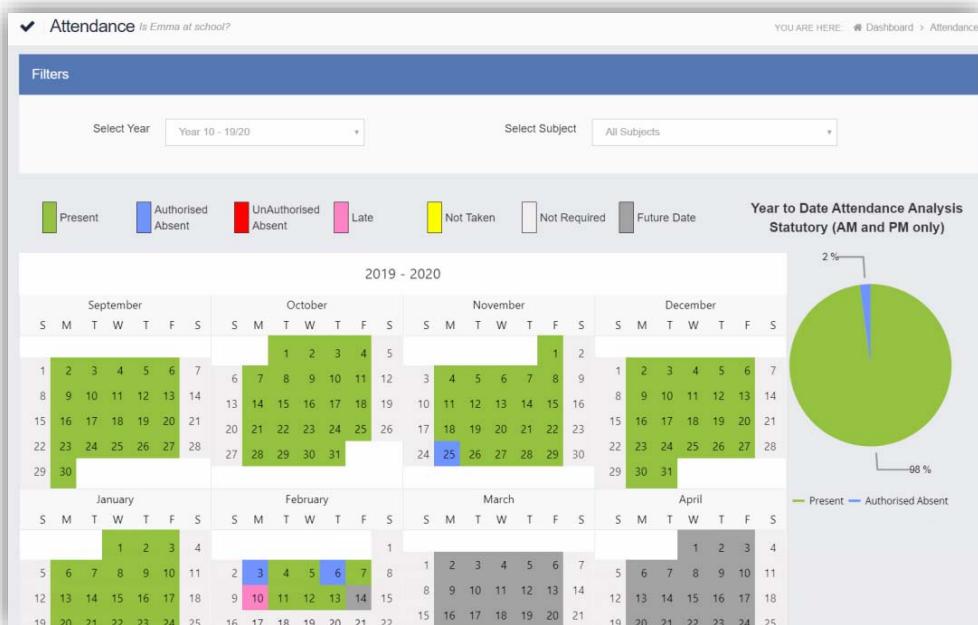
The **Attendance** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** displays the **Attendance** for the current day. Clicking on a subject will open the **Attendance** page with a **Summary Pie Chart** for the year to date for that subject. Click on the **More** button to open the **Attendance** page.

Period	Subject	Mark
AM	Tutor Group	✓
1	HI10/X2OB	✓
2	Science Combi 1	✓
PM	Tutor Group	?
4	Mathematics	?
5	English	?

This displays the school year showing school days with the student marks, there is a legend which explains the colour coding. The colours are configurable by the school so may differ from the image. The displayed colour for each day is taken from the highest priority recorded for that day with **Unauthorised Absence** being the highest i.e. any recorded **Unauthorised Absence** will result in that day being highlighted in red or the schools chosen colour, even if it is only for 1 period.



The school also configures the data to be displayed and it may be set to display the **Year to date AM/PM** statutory marks or the **Year to date AM/PM and All Subject** marks.



The **Attendance** for a single **Subject** can also be displayed by selecting the **Subject** from the dropdown menu, as can the year.

Attendance Is Emma at school?

Filters

Select Year: Year 10 - 19/20 | Select Subject: PE

Legend: Present (Green), Authorised Absent (Blue), Unauthorised Absent (Red), Late (Pink), Not Taken (Yellow), Not Required (White), Future Date (Grey)

Year to Date Attendance Analysis PE

2019 - 2020

September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21
22	23	24	25	26	27	28	27	28	29	30	31			24	25	26	27	28	29	30	22	23	24	25	26	27	28
29	30																				29	30	31				

January February March April

Year to Date Attendance Analysis PE

6 %

94 %

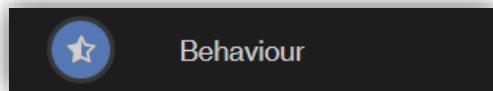
Present (Green), Authorised Absent (Blue)

Clicking on any day in the **Calendar** will display the timetabled periods for the student for that day and the registered marks.

Monday 10/02/2020		
Period	Attendance	Subject
08:45 AM	✓ Present	Tutor
09:05 1	✓ Present	PE
10:16 2	✓ Present	Science Combi 1
11:11 3	✓ Present	PE
12:45 PM	✓ Present	Tutor
13:00 4	⌚ 5 min Late	Mathematics
13:55 5	✓ Present	English

Behaviour

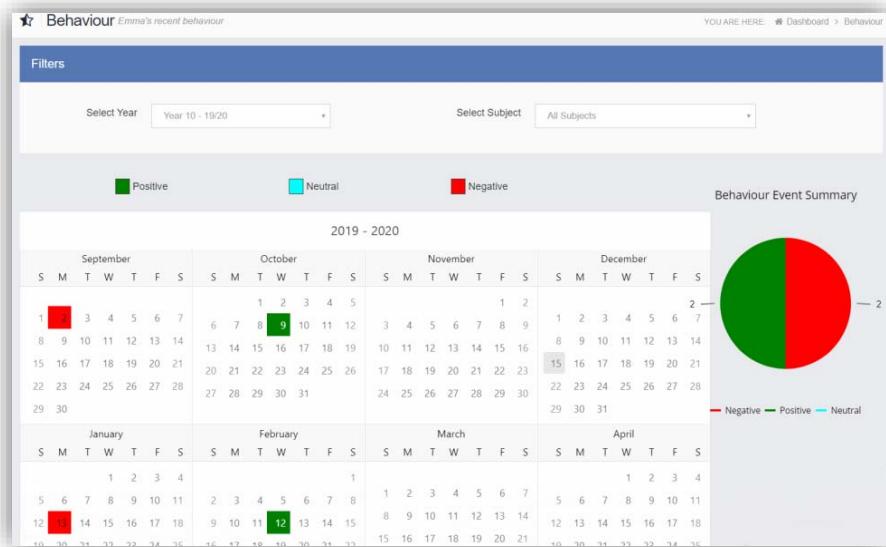
The **Behaviour** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** displays the **Behaviour** for the last 5 **Events**. Click on the **More** button to open the **Behaviour** page.



It displays the school year showing school days with the student **Behaviour Events**, there is a legend which explains the colour coding. The colours are configurable by the school so may differ from the image. The displayed colour for each day is taken from the highest priority recorded for that day with a **Negative Event** being the highest i.e. any recorded **Negative Event** will result in that day being highlighted in red or the schools chosen colour, even if there are other **Events** that day. The **Pie Chart Summary** displays all **Events**.



The **Behaviour** for a single **Subject** can also be displayed by selecting the **Subject** from the dropdown menu, as can the year.

The screenshot shows a 'Behaviour' module interface. At the top, there are 'Filters' for 'Select Year' (Year 10 - 19/20) and 'Select Subject' (RE). Below the filters are three color-coded legends: green for Positive, blue for Neutral, and red for Negative. The main area is a 2019-2020 calendar grid. The months shown are September through April. The days are labeled from 1 to 31. A green square highlights the 12th of February. The days are color-coded based on behavior events: green for Positive, blue for Neutral, and red for Negative.

Clicking on any day in the **Calendar** will display the **Behaviour Events** for that day.

The screenshot shows a 'Behaviour Events' modal window. It contains a table with the following columns: Date, Class, Subject, Teacher, Comment, Event, Outcome, and Outcome. The table has one row of data: 12/02/2020, Re10/A1, RE, MRS J Janice, and a checked checkbox next to 'Good Classwork'.

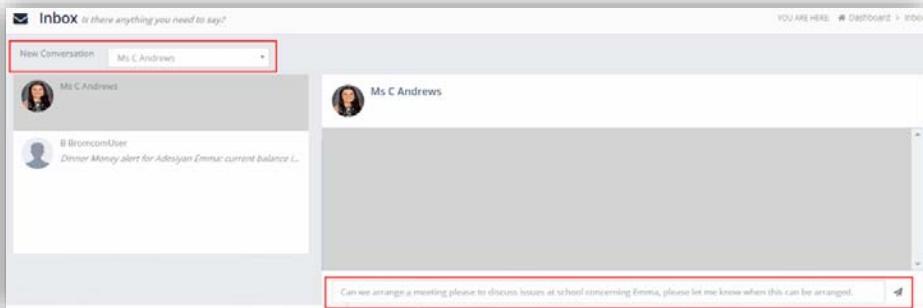
Classes

The **Classes** option is accessible only as a **Widget**.

Class Name	Class Details	Attendance
10A	Tutor Group Ms C Andrews christine.andrews@bromcom.com	 97%
Ar10/X10A	Art Mr S Williams	 100%
DR10/X10B	Drama Mr C Tailor chad.tailor@bromcom.com	 100%
EN10/A1	English	 97%
HI10/X20B	History Mr W Cranston	 66%
IT10/A1	ICT Mrs J Janice	 100%
MA10/A1	Mathematics Mr J Marshall	 97%
PE10/A1	PE Mr P Oddie	 93%
Re10/A1	RE Mr S Mehmet	 100%
SCI10/A1	Science Combi 1 Mr A Obenguye	 97%

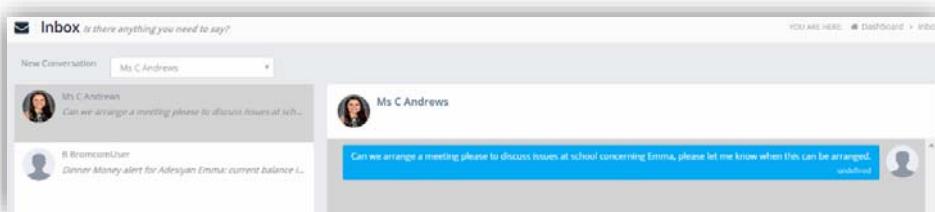
The **Widget** displays all the **Classes** the student attends with a percentage for the **Attendance** within each. The school can set colours to show **Attendance** between certain percentages, in this example red denotes **Attendance** between 0 to 74% and green 90 to 100%.

Note: The school have the option to display the e-mail address of the teacher and to give an option to e-mail directly to that member of staff. Clicking on the e-mail address will open the e-mail function on the **User's** computer to send an e-mail. Clicking on the **Envelope** icon will open a separate page where a **Conversation** can be started.



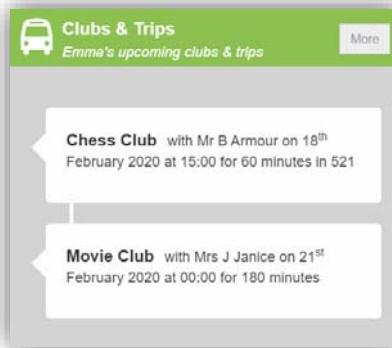
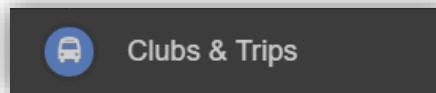
Select the **Teacher** from the dropdown list and enter the message at the bottom of the page, clicking the **Flight** icon on the right to send the message.

The **Teacher** will now be listed in the left panel and the **Conversation** in the right panel.



Clubs & Trips

The Clubs & Trips option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** displays the current **Clubs & Trips** for the **Student** and any that are available to be booked.

A screenshot of the "Clubs & Trips" widget for "Emma". It shows "Emma's Clubs & Trips" with a table of current clubs (Chess Club, Movie Club) and "Available Clubs & Trips" (Lacrosse). There is a link to "View more details and sign up" and a checkbox for "Hide fully booked events".

Club Name	Teacher	Next Session	Start Time	Room	Cost/Balance	✉️	🔍
Chess Club	Mr B Armour	18/02/2020	15:00	521	£0.00	✉️	🔍
Movie Club	Mrs J Janice	21/02/2020	00:00		£10.00	✉️	🔍

Club Name	Teacher	Next Session	Weekday	Start Time	Duration	Cost	Spaces Available	🔍
Lacrosse	Mr C Tailor	21/02/2020	Fri	04:00	60	£0.00	18	🔍

Clicking on a **Club** in which the **Student** is already a member will display the details for that **Club**.

A modal window titled "Club/Trip Detail - Adesiyen, Emma" showing details for the "Movie Club".

Type:	Club	Main Teacher:	Mrs J Janice
Club Name:	Movie Club		
Description:	Movie Club		
Next Session:	Fri 21/02	Places:	No Limit
Start Time:	00:00	Spaces Available:	No Limit
Session Length:	180 mins	Total Cost:	£10.00

[Close](#)

Clicking on a **Club** that is available will open the booking details

Club/Trip Detail - Adesyan, Emma

Type:	Club	Main Teacher:	Mr C Tailor
Club Name:	Lacrosse		
Description:	Lacrosse		
Next Session:	Fri 21/02	Places:	20
Start Time:	04:00	Spaces Available:	17
Session Length:	60 mins	Total Cost:	Free

Enrol Now **Close**

Click on the **Enrol Now** button, if this is a **Free Club** the student will be enrolled and this **Club** added to the current **Clubs** list. If the **Club** is to be paid for the amount due will be displayed with an **Add to Basket** option.

Some **Clubs** will give the option to select preferred days, to do this click on the days the **Student** is to attend the sessions, these will display as a green tick in a circle, when finished click on the **Enrol** button.

Type: Club Main Teacher: Ms C Andrews

Club Name: Red Hot Chilli Club

Description: Spicy Cookery

Next Session:	Wed 04/03	Places:	10
Start Time:	16:30	Spaces Available:	10
Session Length:	120 mins	Cost Per Session:	£5.00

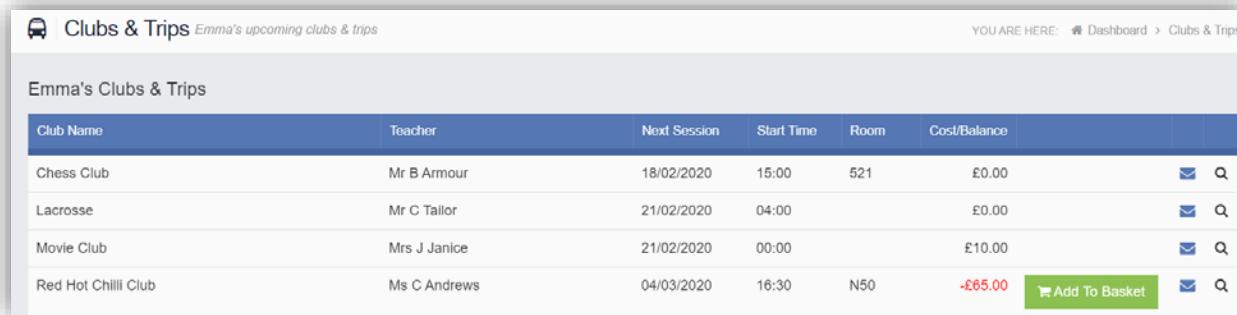
Sessions: Spaces Available Session Full Enrolled/Booked Sessions Unavailable

Use the grid below to select each session you would like your child to attend. When you click 'Enrol', your child will be enrolled into all the sessions you have chosen.

Week Beginning	Wednesday	Thursday
17/02		
24/02		
02/03		●
09/03		●
16/03		
23/03		
30/03	●	
06/04	●	
13/04		
20/04		
27/04		●
04/05		●
11/05		
18/05	●	
25/05	●	
01/06	●	
08/06		
15/06		
22/06		●
29/06		●
06/07		
13/07	●	
20/07	●	

Enrol **Close**

A **Confirmation** message will be given, click on the **Proceed** button to continue, the **Club** will then be added to the current **Clubs** section with the amount to be paid. Click on the **Add to Basket** button and pay for this in the normal way.

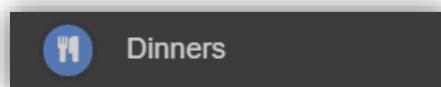


The screenshot shows a table titled "Emma's Clubs & Trips". The columns are: Club Name, Teacher, Next Session, Start Time, Room, Cost/Balance, and actions (Email, Search). The last row for "Red Hot Chilli Club" shows a balance of "-£65.00" and a green "Add To Basket" button.

Club Name	Teacher	Next Session	Start Time	Room	Cost/Balance	
Chess Club	Mr B Armour	18/02/2020	15:00	521	£0.00	
Lacrosse	Mr C Tailor	21/02/2020	04:00		£0.00	
Movie Club	Mrs J Janice	21/02/2020	00:00		£10.00	
Red Hot Chilli Club	Ms C Andrews	04/03/2020	16:30	N50	-£65.00	

Dinners

The **Dinners** option is accessible from both the **Menu Bar** and a **Widget**.



The **Dinner Detail Widget**, displays the last **Meals** that have been taken.



The screenshot shows a table titled "Dinner Detail" with the subtitle "Emma's recent meals". The columns are: Date, Meal Details, and Cost. One entry is shown: 07/02/2020, Vegetarian, £0.00.

Date	Meal Details	Cost
07/02/2020	Vegetarian	£0.00

Clicking on the **More** button will display the last **Meals** taken and the **Dinner Money Payment Details**.



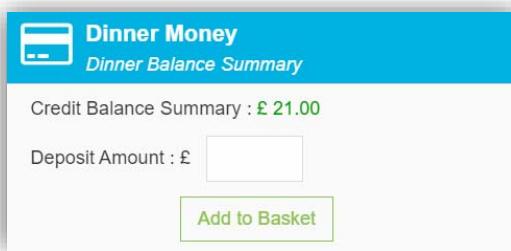
The screenshot shows two tables. The top table is titled "Dinner Date" and lists a single entry: 07/02/2020, Vegetarian, £0.00. The bottom table is titled "Payment Date" and lists two entries: 21/01/2020 11:09:18 (Deposit for Emma Adeslyan, £3.00) and 21/01/2020 11:06:51 (Deposit for Adeslyan Emma, £5.00).

Dinner Date	Meal Detail	Cost
07/02/2020	Vegetarian	£0.00

Payment Date	Payment Detail	Amount
21/01/2020 11:09:18	Dinner Money Deposit for Emma Adeslyan	£3.00
21/01/2020 11:06:51	Dinner Money Deposit for Adeslyan Emma	£5.00

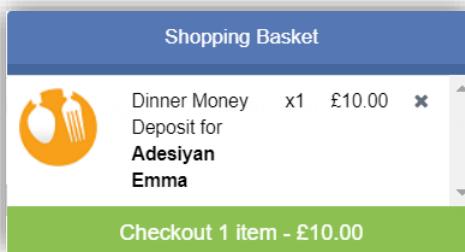
Dinner Money

The Dinner Money option is accessible only as a **Widget**.



The **Widget** displays the current **Credit Balance Summary** and gives the option to top-up the **Balance**.

To do this enter the amount in the **Deposit Amount** box and click the **Add to Basket** button. The **Shopping Basket** icon  on the top bar will now display that you have 1 item in the **Basket**, click here to open the **Basket** and view the contents, the item can be removed by clicking on the **X** to the right.



To continue click on the green **Checkout** bar at the bottom to page, which will open the **Shopping Basket**. Here you can click the **Continue Shopping** button to open the **School Shop** and add more items, the **Clear Basket** button to empty the **Basket** or the **Checkout** button to continue and make your payment.

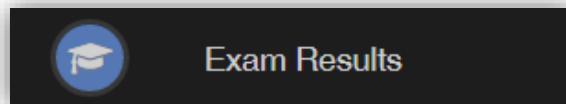
A screenshot of the Shopping Basket page. At the top, there are buttons for 'Continue Shopping' (blue), 'Clear Basket' (red), and 'Checkout' (green). The main area is titled 'Shopping Basket' and shows a table with one item: 'Dinner Money Deposit for Adesiyan Emma' with a quantity of 1, price of £10.00, and a 'Remove' link. At the bottom, it shows a total price of £10.00.

Enter your **Payment Details** on the following page, once verified and paid a **Confirmation** message will be given and the **Credit Balance Summary** updated on the **Widget**.

Two screenshots side-by-side. The left screenshot shows a green checkmark icon with the text 'Thank you. Your payment of £10.00 has been received.' and 'Order ID: 40007-0000104 | Transaction ID: C75CBE2C-7693-F6B7-552B-39CA3D1A02BE' with 'Continue Shopping' and 'Print' buttons. The right screenshot shows the Dinner Money Widget with a blue header, 'Credit Balance Summary : £ 21.00', a deposit amount input field, and a green 'Add to Basket' button.

Exam Results

The **Exam Results** option is accessible only from the **Menu Bar**.



Exam Results

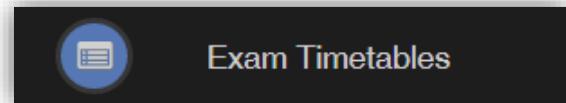
It displays the **Exam Results** for the student, the **Search** option can be used to search for specific **Exams** and the columns can be ordered ascending and descending.

Exam Results <small>How has Emma performed?</small>								YOU ARE HERE: Dashboard > Exam Results	
Exam ▾	Board ▾	Exam Level ▾	Season ▾	Coursework Grade ▾	Forecast Grade ▾	Result 1 ▾	Result 2 ▾	Mark/Grade ▾	Search:
English H (0062A)	Mock Exams	Internal School	December 2019		A	100			
Mathematics (KS3)		GCSE-F	December 2019			140(A)			
Showing 2 entries									

Note: What is displayed is configured by the school the column headers marked in red may not be displayed.

Exam Timetables

The **Exam Timetables** option is accessible only from the **Menu Bar**.



Exam Timetables

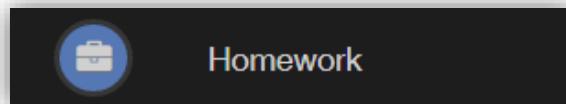
It displays the **Exam Timetables** for the **Student**, the **Search** option can be used to search for specific **Exams** and the columns can be ordered ascending and descending.

Exam Timetables <small>Exam dates for Chris</small>						YOU ARE HERE: Dashboard > Exam Timetables
Exam ▾	Exam Date ▾	Exam Time ▾	Exam Duration ▾	Exam Room ▾	Seat Location In Exam Room ▾	Search:
English Level 1 Reading	09/06/2020	09:00	45			
English Level 1 Writing	09/06/2020	13:30	45			
Mathematics Level 1	05/06/2020	09:00	90			
Showing 3 entries						

Note: What is displayed is configured by the school the column headers marked in red may not be displayed.

Homework

The Homework option is accessible from both the **Menu Bar** and a **Widget**.



Homework information is displayed on the **Homework Widget**.

A screenshot of the Homework Widget. At the top left is a blue briefcase icon. Next to it, the word "Homework" is written in a bold, black, sans-serif font. Below that, the text "Does Emma have homework?" is displayed in a smaller, italicized black font. To the right of the text is a small grey button labeled "More". The main area of the widget is divided into three columns: "Assigned Date", "Homework Title", and "Due Date". Under "Assigned Date", the text "12/02/20" is shown. Under "Homework Title", the text "Math Workbook p.43 - p.50" is shown. Under "Due Date", the text "28/02/20 (14 days)" is shown.

Click on the **More** button to open the **Homework** page.

A screenshot of the Homework page. At the top left is a blue briefcase icon followed by the word "Homework" and the question "Does Emma have homework?". On the far right, it says "YOU ARE HERE: Dashboard > Homework". Below this is a green header bar with two circular arrows and the text "This Week ▾ 14/02/2020 - 20/02/2020". Underneath is a grid of days from 14/02/2020 to 20/02/2020. The cell for 14/02/2020 contains the text "MA10/A1 Math Workbook p.43 - p.50".

The status of the **Homework** for the current week will be displayed, to look at previous or future weeks use the forward and backward arrows.

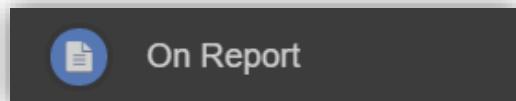
Click on the **Homework** bar to see more details.

A screenshot of a detailed homework view. The title is "MA10/A1 - 12/02/2020". The content area lists the following details:

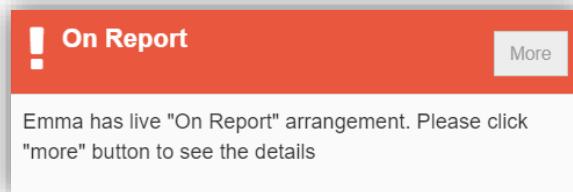
Homework Title:	Math Workbook p.43 - p.50
Homework Description:	Please work on the pages mentioned above.
Assigned Date:	12/02/2020
Due Date:	28/02/2020 23:59 (14 days)
Resource(s):	N/A
Assigned By:	Mrs J Janice
Score:	N/A
Submitted Work:	N/A
Teacher's Comment:	N/A
Student's Comment:	N/A

On-Report

The **On-Report** option is accessible from both the **Menu Bar** and a **Widget**.



The **On Report** information is displayed on the **On Report Widget**.



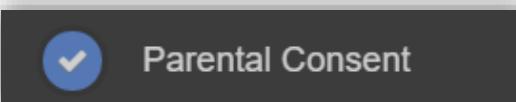
Click on the **More** button to open the **On Report** page, all entries made by the **Staff** will be displayed here.

Live On Report from 10/02/2020 to 28/02/2020 (15 days) - Reason: Behaviour

Date	Period	Class	Subject	Teacher	Teacher Comment	Behaviour Rating	Signed By
17/02/2020	AM	10A		Ms C A.PrefLastName	Good work	★★★★★	Mrs J Janice

Parental Consent

The **Parental Consent** option is accessible only from the **Menu Bar**.



It displays the **Parental Consent** options for the **Student**. Tick the radio buttons to give or not to give **Consent** for information or images of the **Student** to be used within each of the options.

Parental Consent

School Displays
School Displays

School Magazine
School Magazine

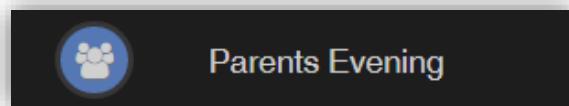
School Website
School Website

YES, I give consent NO, I do not give consent

*Please call the school or visit reception to revoke any parental consent.

Parents Evening

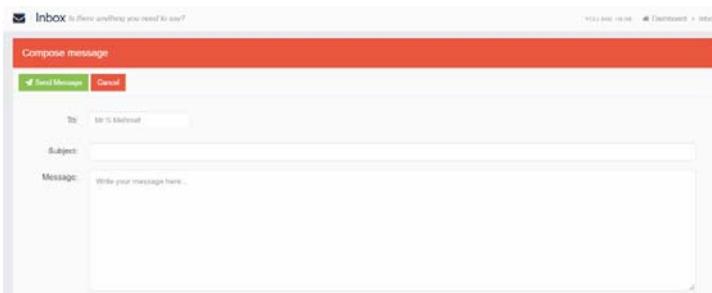
The **Parents Evening** option is accessible only from the **Menu Bar**.



The **Parents Evening** option displays the information about any upcoming **Parents Evening** that the **Student** being viewed is associated with.

A screenshot of the 'Parents Evening' interface. At the top, it says 'Parents Evening Parents Evening for Emma' and 'YOU ARE HERE: Dashboard > Parents Evening'. A dropdown menu shows 'Parents Evening' and 'Y10 Parents evn...'. In the center, a red-bordered box displays 'Date: 27 February 2020, 00:00' and 'Booking will close on 26 February 2020, 00:00'. Below this, under 'Appointments that need booking', there are five red boxes: 'Mr C Tailor Drama', 'Mr A Obenguye Science Combi 1', 'Mr J Marshall Mathematics', 'Mrs J Janice ICT', and 'Mr P Oddie PE'. Under 'Appointments that have already been booked', it says 'There are no booked appointments'.

Along with the date of the **Parents Evening** a list of appointments that need to be booked and a closing date for making bookings will be displayed. If the option to contact teaching staff is available an **Envelope** icon will display to the right of the **Teacher** name. Click on the **Envelope** icon to send a message to that **Teacher**.



Click on a **Teacher/Subject** to book an appointment time, slots that are not available will be blocked out. Click on the **Book** option and that appointment will be booked.

Time slots for Mr P Oddie		
15:00	Available	Book
15:05	Available	Book
15:10	Not Available	
15:15	Available	Book
15:20	Available	Book
15:25	Not Available	
15:30	Available	Book
15:35	Available	Book
15:40	Available	Book
15:45	Available	Book
15:50	Available	Book
15:55	Available	Book
16:00	Available	Book
16:05	Available	Book
16:10	Available	Book
16:15	Available	Book
16:20	Available	Book
16:25	Available	Book
16:30	Available	Book
16:35	Available	Book
16:40	Available	Book

The Teacher/Subject will be removed from the **Appointments** that need booking section and will display as **Appointments that have been booked**, with the details and time.

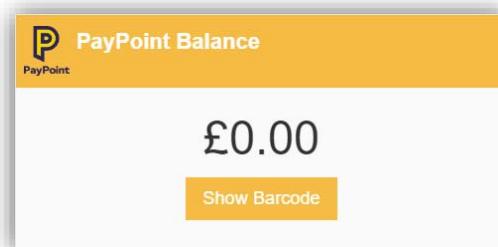
The screenshot shows a 'Parents Evening' page for 'Parents Evening for Emma'. At the top, it says 'Date: 27 February 2020, 00:00' and 'Booking will close on 26 February 2020, 00:00'. Below this, there are two sections: 'Appointments that need booking' and 'Appointments that have already been booked'. In the 'need booking' section, five appointments are listed with their details: Mr C Tailor (Drama), Mr A Obenguye (Science Combi 1), Mrs J Janice (ICT), Mr P Oddie (PE), and Mr S Williams (Art). Each appointment has an envelope icon next to it. In the 'already booked' section, two appointments are listed: Mr S Mehmet (RE) at 15:10 and Mr J Marshall (Mathematics) at 15:25. Each of these also has an envelope icon. There are 'Print' icons next to each appointment entry.

Appointments can be changed by clicking on the X to the right of the booked appointment, this will remove the appointment and return it to the **Appointments that need booking** section. At any time a list of booked appointments can be printed by clicking on the **Printer** icon.

Note: this option is only available if the school have the **Diary** module.

PayPoint

The **PayPoint** option is accessible only as a **Widget**.

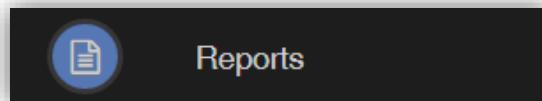


The **Widget** displays the current **PayPoint Balance**, clicking on the **Show Barcode** button will display the **Barcode** allowing this option to be setup and used by **PayPoint Users**.



Reports

The **Reports** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** will display the last 5 reports or letters that have been published by the school.

The Reports Widget displays the following list of recent publications:

Date	Report Type	Description
14/02/2020	Scheduled_Attendance Certificate	Report_2020021404060097.Pdf_2251 (2019 - 2020 Spring Term 19/20)
14/02/2020	Scheduled_Attendance Certificate	Report_2020021404040119.Pdf_2251 (2019 - 2020 Spring Term 19/20)
25/06/2018	Simple Webmerge	(2017 - 2018 Summer Term 17/18)
25/06/2018	95% attenders letter	(2017 - 2018)

Click on the **More** button to open the **Report** page, which will list all **Reports** available.

The Report page shows a list of available reports and a detailed preview of one report:

Reports (List):

- 14/02/2020 Scheduled_Attendance Certificate
- 14/02/2020 Scheduled_Attendance Certificate
- 25/06/2018 Simple Webmerge (2017 - 2018 Summer Term 17/18)
- 25/06/2018 95% attenders letter (2017 - 2018 Summer Term 17/18)
- 25/06/2018 Poor Attenders (2017 - 2018 Summer Term 17/18)
- 04/06/2018 Yr8_Spring_Report (2017 - 2018 Summer Term 17/18)
- 13/03/2018 Poor Attenders (2017 - 2018 Spring Term 17/18)

Preview (Attendance Certificate Report):

Attendance Certificate Report (Bromcom Helpdesk Secondary School)

WB	M	Tu	W	Th	F	Present(%)	Auth(%)	Unauth (%)	EA(%)	Late(%)
06/02/2020	/	/	/	/	/	32	32	100.00	0	0.00
13/02/2020	/	/	/	/	/	32	32	100.00	0	0.00
20/02/2020	/	/	/	/	/	32	32	100.00	0	0.00
27/02/2020	/	/	/	/	/	33	33	100.00	0	0.00
05/03/2020	/	/	/	/	/	33	33	100.00	0	0.00
12/03/2020	/	/	/	/	/	33	33	100.00	0	0.00
Total:	198	188	94.87	10	6.13	0	0.00	0	0.00	0.81

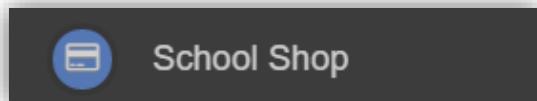
The above statement is an accurate report detailing the attendance of EMMA.ADES/IVAN for the period 06/01/2020 to 14/02/2020 including:
Head of School Mr S Lewis
Bromcom Helpdesk Secondary School
Prospect House Homestead Road, Bromley London BR2 6LV

Academic Code Key
I = Not on term
U = Present
A = Home Session
P = Present

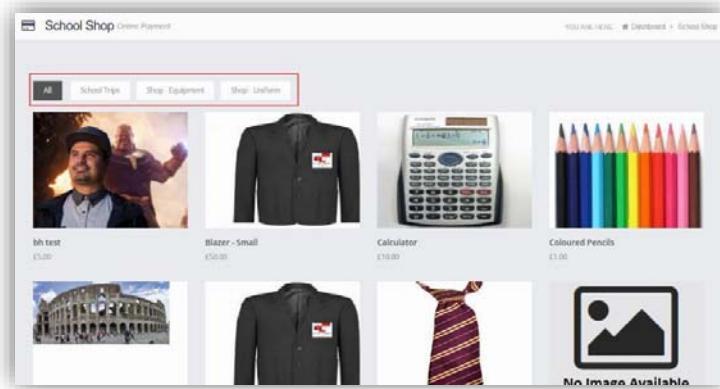
Click on the **Report** name to download it, the format of the **Report** will be displayed to the right. Click on the **Eye** icon to see a **Preview** of the **Report** on the right side of the page.

School Shop

The **School Shop** option is accessible only from the **Menu Bar**.



This is an **Online School Shop** and will display the items the school currently have available for you to purchase, what appears on this page is determined by the school, so the following information is just an example.



The school have the option to create **Categories**, here we have created **School Trips**, **Shop – Equipment** and **Shop Uniform**. Clicking on either of these buttons will display just those items or click on **All** to display everything available.

To find out more about an item simply mouse over and click on the **More Info** button, this will display the information the school have created for the item.

Calculator
£10.00

Calculator Details

Category	Shop - Equipment
Description	Calculator
Price	10.00 In instalments (Deposit: £0.00)

Rome Trip Summer 2020
£450.00 in instalments (Deposit: £50.00)

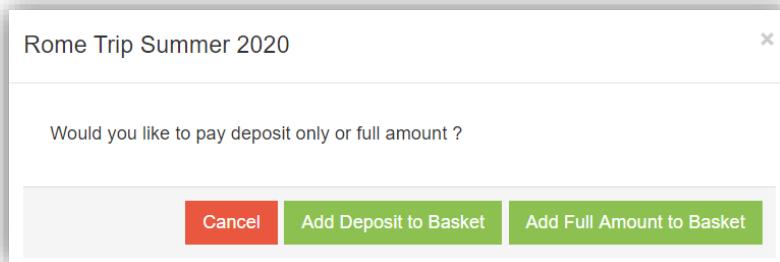
Rome Trip Summer 2020 Details

Category	School Trips
Description	Trip to Rome July 2020
Price	450.00 In instalments (Deposit: £50.00)

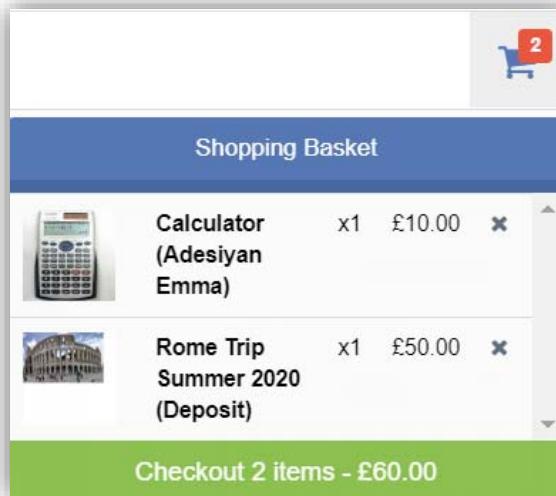
Instalments

Item	Amount	Due Date
Deposit	£50.00	28/02/2020
Instalment 1	£100.00	31/03/2020
Instalment 2	£100.00	30/04/2020
Instalment 3	£100.00	29/05/2020
Instalment 4	£100.00	30/06/2020

If you want to purchase an item it is just like any Online Shopping page, just click on the **Add to Basket** button on the item/s you wish to buy. If the item to be purchased has the option for payment by **Instalments** you will be asked at this point how you want to pay this. Click on the **Add Deposit to Basket** or the **Add Full Amount to Basket** button.



The **Shopping Basket** icon will show the number of items in the **Basket**, click on the **Basket** icon to display the items in it.



To remove items click on the **X** to the right of the item, to continue and make the **Purchase** click on the green **Checkout** button at the bottom. The Items will be displayed again along with the **Student** name, if buying for siblings both names will be displayed.

Item Name	Quantity	Price	Action
Calculator (Adesiyen Emma)	1	£10.00	Remove
Rome Trip Summer 2020 (Deposit)	1	£50.00	Remove
Total Price:	£60.00		

To continue shopping click on the **Continue Shopping** button, to clear the **Basket** and start again click on the **Clear Basket** button, to make the **Purchase** click on the **Checkout** button. Items can still be removed at this point by clicking on the **Remove** button to the right of the item.

On clicking the **Checkout** button the payment page will be displayed, again what is displayed here is dependent on the school. Here payments can be made using **PayPoint** if there are sufficient funds or by **Card**, an **Offline Payment** option can be enabled by the school for payments to be made directly to the school, cash or cheque.

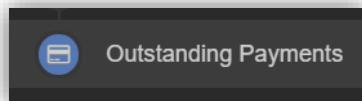
The screenshot shows the 'Checkout Payment Details' page. At the top, there are 'Go Back' and 'Confirm & Pay' buttons. The 'Order Summary' section lists items: 'Calculator (Adeslyan Emma)' at £10.00 and 'Rome Trip Summer 2020 (Deposit)' at £50.00, totaling £60.00. Below this is the 'Payment & Address Details' section, which includes options for 'Use PayPoint Balance (£0.00)', 'Offline Payment' (disabled), and 'Use New Card' (selected). The 'Payment Details' section contains fields for Card Number, Card Type (Mastercard/VISA), Expiry (Date Month/Year), CVC/CVC2, and Card Holder's Name. The 'Address Details' section contains fields for Address, City, and Post Code. At the bottom are 'Go Back' and 'Confirm & Pay' buttons.

Enter your payment details and click on the **Confirm & Pay** button, the payment will go through the **Secure Payment** process and when completed a **Confirmation** message will be given.

The screenshot shows a confirmation message: 'Thank you. Your payment of £60.00 has been received.' It includes the Order ID: 40007-0000109 and Transaction ID: 0A22A2F1-D3B1-FA81-DD1D-329FBF03C1D1. There are 'Continue Shopping' and 'Print' buttons at the bottom.

Outstanding Payments

The **Outstanding Payments** option is accessible only from the **Menu Bar** and a **Widget**.



When items have been purchased from the **School Shop** and there is an outstanding amount, for instance a payment in **Instalments**, this will be displayed on the **Outstanding Payments Widget**.

A screenshot of the "Outstanding Payments Instalments" section. At the top, it says "You have 4 outstanding instalments." Below is a table with four rows, each representing an instalment for a "Rome Trip Summer 2020" with a due date of "31/03/2020". Each row has a green "Add to Basket" button. The table columns are "Item", "Amount", and "Due Date".

Item	Amount	Due Date
Rome Trip Summer 2020	£100.00	31/03/2020
Instalment 1		
Rome Trip Summer 2020	£100.00	30/04/2020
Instalment 2		
Rome Trip Summer 2020	£100.00	29/05/2020
Instalment 3		
Rome Trip Summer 2020	£100.00	30/06/2020
Instalment 4		

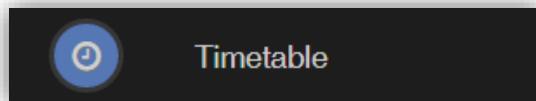
Clicking on the **More** button will display the full details. An **Instalment** can be paid by clicking on the **Add to Basket** button on either page, this can then be paid in the normal way.

A screenshot of the "Outstanding Payment Instalments" page. It shows a summary table for a trip to Rome with a total of £450.00, 4 instalments, the next payment due on 31/03/2020, and a next payment amount of £100.00. Below this is a detailed table of the 4 instalments, each with an "Add to Basket" button. The columns are "Instalment", "Order Number", "Amount", "Status", and "Due Date".

Instalment	Order Number	Amount	Status	Due Date
Deposit	40007-0000109	£50.00	Paid	28/02/2020
Instalment 1		£100.00	Not Due	31/03/2020
Instalment 2		£100.00	Not Due	30/04/2020
Instalment 3		£100.00	Not Due	29/05/2020
Instalment 4		£100.00	Not Due	30/06/2020

Timetable

The **Timetable** option is accessible from both the **Menu Bar** and a **Widget**.



The **Widget** will display the timetabled sessions for the day highlighting the current session.

Timetable				
What is Emma up to?				
Period	Subject	Class	Teacher	Time
AM	Tutor Group	10A		08:45
2	Mathematics	MA10/A1	Mr J Marshall	10:16
3	Science Combi 1	SCI10/A1	Mr A Obenguye	11:11
PM	Tutor Group	10A		12:45
4	ICT	IT10/A1	Mrs J Janice	13:00
5	Science Combi 1	SCI10/A1	Mr A Obenguye	13:55

Click on the **More** button to open the **Timetable** page, which will display the **Student Timetable** for the current week, the previous and future weeks can be viewed as well.

Timetable What is Emma up to?						
< Prev		This Week	> Next >			
Sunday 10th Feb	Monday 11th Feb	Tuesday 12th Feb	Wednesday 13th Feb	Thursday 14th Feb	Friday 15th Feb	Saturday 16th Feb
	AM 10A Tutor Group Mr W Cranston	AM 10A Tutor Group	AM 10A Tutor Group	AM 10A Tutor Group		
	1 PE10/A1 PE Mr P Oddie		1 DR10/X10B Drama Mr C Tailor	1 HI10/X20B Withdrawal Group Mr W Cranston		
	2 SCI10/A1 Science Combi 1 Mr A Obenguye	2 MA10/A1 Mathematics Mr J Marshall	2 Re10/A1 RE Mr S Mehmet	2 SCI10/A1 Science Combi 1 Mr A Obenguye		
	3 PE10/A1 PE Mr D Thompson	3 SCI10/A1 Science Combi 1 Mr A Obenguye				
	PM 10A Tutor Group Mr R Lewis	PM 10A Tutor Group	PM 10A Tutor Group	PM 10A Tutor Group	PM 10A Tutor Group	
	4 MA10/A1 Mathematics Mr J Marshall	4 IT10/A1 ICT Mrs J Janice	4 MA10/A1 Mathematics Mr J Marshall	4 MA10/A1 Mathematics Mr J Marshall	4 SCI10/A1 Science Combi 1 Mr A Obenguye	
			5 Ar10/X10A Art Mr S Williams		5 Ar10/X10A Art Mr S Williams	