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School IT Systems for Students and Parents

School Computer and Email Accounts

Students

Students are given their school computer and email login details during their first few IT lessons.

The computer username will be in the format of 18Firstname.Lastname and the email will be 18Firstname.Lastname@northfieldssc.net. The '18' prefix is the year that students start year 7 with us. Therefore, a student with the name of Joe Bloggs starting in year 7 in September 2018 will have a username of 18Joe.Bloggs and an email of 18Joe.Bloggs@northfieldssc.net.

School Gateway

School Gateway is used for topping up your child's dinner money as well as a means of paying for school trips, etc.

Parents

The School Gateway can be accessed from the school website: go to the 'Parent Information' tab and select 'School Gateway/Online Payments' from the menu on the left.

The screenshot shows the school website's navigation menu with 'Parent Information' highlighted. The left sidebar contains a list of links, with 'School Gateway/Online Payments' circled in green. The main content area displays 'The School Day' schedule and the 'Academic Calendar 2017-18'.

The School Day	
08:00 - 08:50	Pre-School Activities
08:50 - 08:55	Registration with Group Tutor
08:55 - 09:10	Tutorial period, Assemblies
09:10 - 10:10	Period 1
10:10 - 11:10	Period 2
11:10 - 11:30	Morning Break
11:30 - 12:30	Period 3
12:30 - 13:30	Lunch
13:30 - 14:30	Period 4
14:30 - 15:30	Period 5
15:30	Clubs, Societies, Practices, etc.

Academic Calendar 2017-18	
The following is the list of school terms and holidays for 2017/18	
School opens	Staff: Friday 1st September 2017 Students: Monday 4th September 2017
Half Term:	Thursday 19th and Friday 20th October, the school is closed for Staff Training Days Monday 23rd October return on Monday 30th October 2017
Christmas Break:	Monday 25th December return on Monday 8th January 2018
Half Term:	Monday 12th February return on Monday 19th February 2018

To sign up for School Gateway, go to <https://login.schoolgateway.com/0/auth/register> to register. Before signing up for this, please make sure that the school has your up-to-date email address as this system checks against that.

There is also an app available (iPhone/iPad and Android) which can be downloaded from the respective app stores.

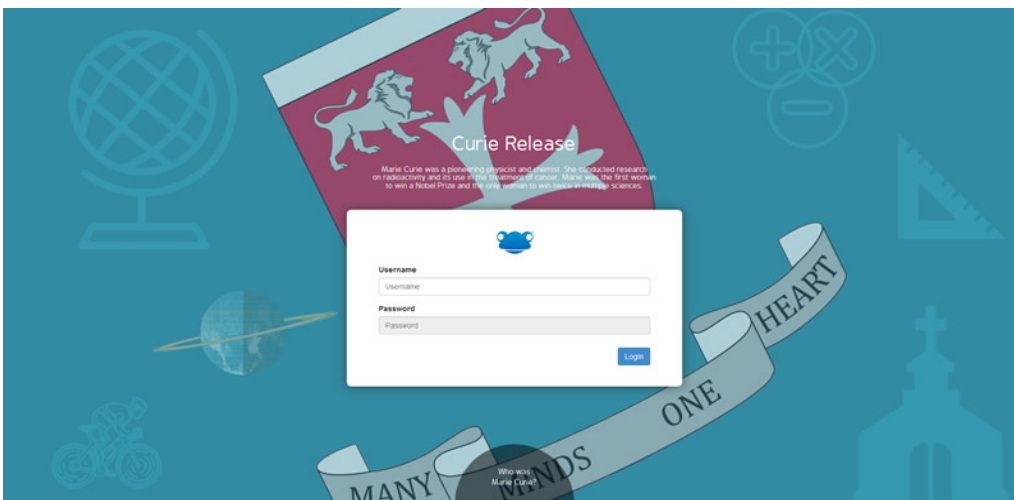


School Gateway login page

Frog

Frog is Northfield School's chosen Virtual Learning Environment (VLE) for students and it is where teachers place learning resources for students to access. Students can access this system at home.

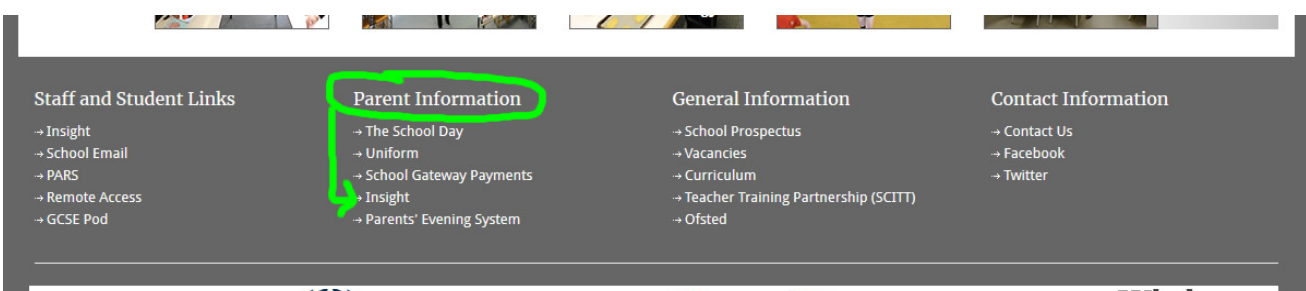
Students can log into the Frog system with their normal school login details. These are supplied to them during their first ICT lessons.



Frog login page

Insight

Insight can be accessed from the school website. At the bottom of each page is a list of links. Go to the 'Parent Information' section and select 'Insight'.



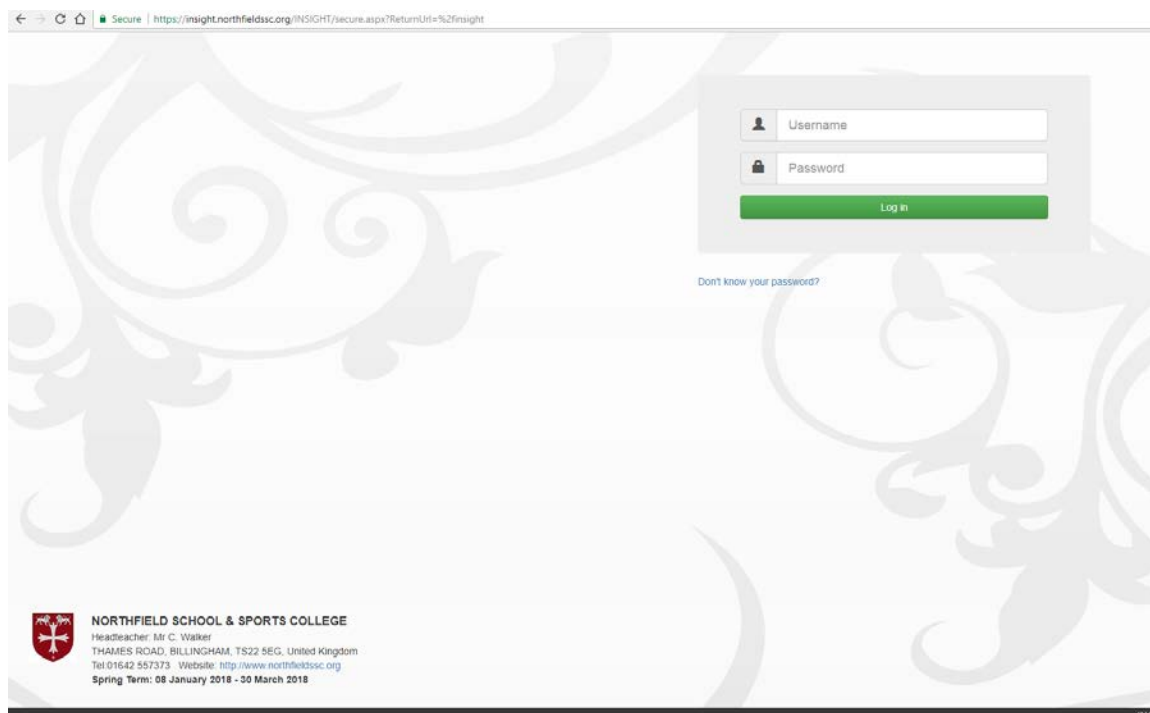
Students

Insight shows students information that includes notices, behaviour, attendance, homework and reports. It also shows their timetables.

Parents

Parents can view notices, behaviour, attendance, homework, reports and their child's timetables on Insight. Some personal information, like addresses, etc. is also available to view.

Login details for Insight will be supplied to parents during the first half term via email so please make sure that the school has an up-to-date email address for you. We will notify parents on our website and Facebook page when we will be supplying the login details. If you have not received yours after this, you can email parentalsystems@northfieldssc.org with your name, your child's name and their tutor group to request your login details.



Insight login screen

Showbie

Students

Showbie is an app used by teachers to assign, collect, and review student work.

Showbie keeps student work organized by classes and assignments. At a glance, students can see their upcoming assignments and due dates so they can prioritize their work.

Students can provide responses to assignments or annotate worksheets directly in the app in the form of text comments, the pen tool (which allows them to draw and write directly on the page) and pinned audio notes. They can also submit work to Showbie from virtually any other app, with some of the most popular being iMovie and Book Creator.

Likewise, teachers can provide grades as well as rich feedback in the form of voice notes, annotations and videos.

Teachers and students can always see what's new in their classes and assignments.

Microsoft Office for Students

Microsoft Office is available for students to install on tablet devices (Apple and Android) and laptops/computers (Mac and Windows).

For tablets, students can install the apps from the respective Apple or Android app store. Search for 'Office 365' and then install the Word, PowerPoint, OneDrive and Excel apps. When used for the first time, students will be prompted for their school email address and password.

For computers/laptops, students can download the Office 365 apps from their OneDrive/Email account. Go to the school website and at the bottom is a link to the school email. Once logged in, students can download and install the Office 365 apps.

The screenshot shows a navigation menu with four columns: Staff and Student Links, Parent Information, General Information, and Contact Information. The 'School Email' link is circled in red. Below the menu is a banner with logos for Arts Council England, Training School, Stockton-on-Tees Borough Council, Click Ceop, and Whole Education Pathfinder School. The footer contains logos for School Games Gold 2017/18, Think Up Know, UCL Beacon School, and a 'We Make a Difference' logo.

School email link

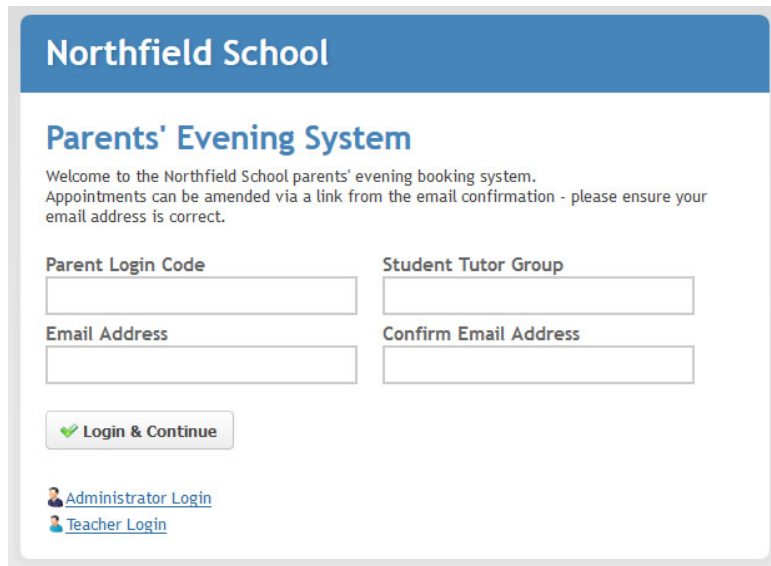
The screenshot shows the Office 365 dashboard with a 'Good morning' greeting and a search bar. Under the 'Apps' section, the 'Install Office' button is circled in red. The dashboard also displays icons for Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Class Notebook, Sway, and Forms. An 'Admin' icon is also visible. At the bottom, there are 'Upload and open...' and 'New' buttons.

Position of 'Install' button in Office 365

Parents' Evening System

The Parents' Evening System is used to book a time slot with teachers for consultation evenings. Prior to each parent consultation evening, parents will be sent a letter with a login code that allows access to the system.

The Parents' Evening System can be accessed on our website under the 'Parent Information' section and the selecting 'Parents' Evening System' from the menu on the left.



The screenshot shows the login page for the Northfield School Parents' Evening System. At the top, there is a blue header with the text "Northfield School". Below this, the title "Parents' Evening System" is displayed in blue. A welcome message reads: "Welcome to the Northfield School parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct." The login form consists of four input fields arranged in a 2x2 grid: "Parent Login Code", "Student Tutor Group", "Email Address", and "Confirm Email Address". Below these fields is a "Login & Continue" button with a green checkmark icon. At the bottom left, there are two links: "Administrator Login" and "Teacher Login", each accompanied by a small icon.

Parents' Evening System login page