

Introduction

The Moulton School Learning Gateway provides parents with secure online access to information we hold about their children. For example, attendance, student profiles and attainment. Access is strictly controlled and only adults with parental responsibility will be allowed access to this data. You should inform the school if there are any changes to the adults responsible for your child.

User ID and Password

Your user ID and password are detailed in the enclosed letter. It is very important these details are not revealed to anybody else.

The Learning Gateway can be accessed via the Moulton School website www.moultonschool.co.uk then clicking the “Parents Learning Gateway” link on the left of the homepage.

Where to Sign In

Visit the school website and click the “Parents Learning Gateway” link. You will see the following screen...



Microsoft
Internet Security &
Acceleration Server 2006

Security ([show explanation](#))

This is a public or shared computer
 This is a private computer

I want to change my password after logging on

Domain \user name:

Password:

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Enter your User ID and Password at the logon screen.

NOTE: *The password is case sensitive.*

If you cannot login, please email

learninggateway@moultonschool.co.uk

Include your telephone number and a description of the problem.

Using the Learning Gateway

Visit the school website and click on the link “**Parent Learning Gateway**”, sign in using your credentials as mentioned in this guide.

You will be directed to the parents’ page. Navigating the page is simple; links to other information are listed down the left side of the page.


Parent Page


The front page shows any upcoming events and announcements. From here you navigate to see your child’s information (‘*My Children*’ Link), confirm your details we hold on our system (‘*My Account Details*’ Link) and see an overview of the Schools details and the services we provide (‘*School Details*’ Link).


My Children

The “My Children” page summarises your child’s attendance and highlights any important news. Clicking the “History” button will allow you to view past registration marks. This data is live and updated every lesson.

My Children Links

HOLLY 

 [Student Record](#)

 [View Reports](#)

At the bottom of the page, you will see links to your child's *Record* and *Reports*.

By clicking "*Student Record*" you can see information relating to your child in more detail. If any of this is incorrect, please contact the school so we can update the information.

Student Record

The student record allows for a more detailed look into your Child's attendance data.

- The **Session Attendance** mark is completed at the start of the day and after lunch (AM / PM).
- The **Lesson Summary** mark is completed every lesson.

In most cases the attendance register is taken within the first 15 minutes. This doesn't necessarily mean your child is absent should there be a missing mark. We aim to ensure registers are completed as soon as possible.

Located at the bottom of the "Student Record" page is a link to "More Student Details..." Data on this page is the personal information the school holds relating to your child. If any of this information is out of date or incorrect, please contact the school on 01604 641600 to update it. It is vital we have the most up-to-date information should we need to contact you.

Student Reports

You can view your Child's school reports / profiles by clicking on the "*View Reports*" link on the "*My Children*" page. Any available reports are published here. Be sure to click the "Academic Year (date)" to expand the section making reports viewable. Reports are published as per usual according to the school calendar.

View Reports

Display: By Category List

▶ Academic Year 2009/2010

View Reports

Display: By Category List

▼ Academic Year 2009/2010

 [Year 9 Interim Report](#) Available Until: 31 May 2011



You will need a PDF viewer installed on your computer to view the reports.

Adobe reader is free to download if your system doesn't already have it installed. Download it from

<http://get.adobe.com/uk/reader>