North Oxfordshire Academy
The best in everyone™
Part of United Learning

Home-School Communication Guide

Introduction:

Fast and effective communication between home and school is vital to ensure that there is a free flow of information, that parents are properly informed about school life and school is properly informed about issues that may be affecting your child's learning e.g. illness or recent bereavement. There are key people you can contact by telephone. We will always aim to turn around your enquiry as soon as possible; however, please be aware that if teachers have a full day of teaching they may not be able to respond until the end of the day.

It is also essential that parental information is kept up to date. Our systems depend on the accuracy of contact details. If there are any changes to telephone numbers, addresses or e-mails please ensure this is communicated to the school immediately.

Key Contact Information:

Main Switchboard: 01295 224300

Absence Line: 01295 234214

Welfare Team: 01295 234213

E-mail: enquiries@northoxfordshire-academy.org

Senior Leadership Team:

Sara Billins	Principal	sara.billins@northoxfordshire-academy.org
Ellie Jacobs	Vice Principal	ellie.jacobs@northoxfordshire-academy.org
Adam Leyburn	Vice Principal	adam.leyburn@northoxfordshire-academy.org
Nick Culley	Assistant Principal	nick.culley@northoxfordshire-academy.org
Leanne Mills	Assistant Principal	leanne.mills@northoxfordshire-academy.org
Sophie Mcfarlane	Assistant Principal	sophie.mcfarlane@northoxfordshire-academy.org
David Murphy	Assistant Principal	david.murphy@northoxfordshire-academy.org
Daniela Faulconbridge	Assistant Principal	daniela.faulconbridge@northoxfordshire-academy.org

Pastoral Leaders:

Kevin Taylor	Head of Year 7	01295 234250	kevin.taylor@northoxfordshire-academy.org
Sam Emsley	Head of Year 8	01295 234249	samantha.emsley@northoxfordshire-academy.org
Alex Wilkinson	Head of Year 9	01295 234250	alexandra.wilkinson@northoxfordshire-academy.org
Jonathan Lowe	Head of Year 10	01295 234249	jonathan.lowe@northoxfordshire-academy.org
Matt North	Head of Year 11	01295 234255	matthew.north@northoxfordshire-academy.org
Lee Davis	Head of Sixth Form	01295 234255	lee.davis@northoxfordshire-academy.org

Accessing information remotely:

Much of our school information is held on a number of software systems. These are accessible by parents and students and enable you to access information at any time.

MyEd – Free School App

This is the most effective way to access all the information you need.

My-Ed is the free parent app that gives you direct access to your child's attendance, timetable, absence records, Go4Schools, ParentPay and much more.

We are able to send you messages directly to the MyEd app relating to important information about your child's education and to remind you of events that are taking place at school.

You will receive a notification if we send you a message and there is no charge for the messages you send to us.

If you want to find out more about MyEd please have a look on this website: www.myedschoolapp.com for a short video.

How to download

The **MyEd** app is available for both Apple iOS and Android devices and can be found using the steps below:

Step 1 – Go to your App Store (Apple app store or Google play stores for Android devices)

Step 2 – Search for **MyEd**

Step 3 – Download the free app

Once you have installed and opened **MyEd,** search for **North Oxfordshire Academy** and follow the simple instructions to identify yourself

Go 4 Schools

The academy uses a web-based system to provide details information to students, parents and teachers called Go4Schools. It is possible to access this system from anywhere and on any type of internet-enabled device (we have not subscribed to the app). G4S provides information on:

1. Timetabling/Attendance/Behaviour (inc rewards & detentions)/Homework Set/Assessment & Targets/Previous Reports

The G4S system will be available to new year 7 parents in the first week of the first term. Students will have their access to G4S demonstrated and organised in lesson time in the first 2 weeks of the first term.

To be able to access to G4S system you will need to have your e-mail address registered with the academy (it is possible for separate parents/carers each to have access with separate e-mail addresses). E-mail details already provided will automatically be added to the system. If you have not yet registered an e-mail address recently, please contact the academy reception.

Please type in 'Go4schools parents' into any search engine then those

It might take a couple of days for the app to synchronise with your child's details. If, after 5 days or so it still has not linked to your child then please contact the school and we shall try to sort this out for you, it may be that your contact details do not match that we have on our internal database

How to obtain your first password in Go 4 Schools

To access this system for the first time please go to the Go for Schools website https://www.go4schools.com, choose 'parents' and request a password (please ensure your Email address has been registered with the academy). Please enter the Email address you have given the Academy and a password will be sent to your Email account.

First-time User?

If you haven't logged on to GO 4 Parents and Guardians before, type your email address and click the "please send me a password" button. (Please note that you need to provide an email address that has been registered in GO by the school(s) that your child/children attend.)

Email address: [   ]

Please note, if you are having problems with your password please contact your child's school. For Data Protection reasons we are unable to divulge or set passwords for parents ourselves.

[Please send me a password]

Please then complete the boxes as seen below and Log in.

(This page also allows you to reset your password if forgotten)

Welcome

Welcome to the GO 4 Schools login page for Parents and Guardians. If you have been provided with access by your child's school you can use GO 4 Schools to access their reports and to see their attainment, attendance and, for many schools, their behaviour records too.

Email address: [   ]
Password: [   ]
☐ Remember my email address
[Log in]

The Academy uses the G4S system to track homework being set and completed. As a G4S user you will be able to access information on the homework that should be completed by your child in each subject.

Biometric Technology

You may be aware that the academy has been using biometric technology for our cashless catering system for several years now. It makes the process of getting a school lunch easier for free school meal students and also makes it more convenient for you as school lunches can be paid in advance using the online ParentPay system.

This system uses the latest biometric technology to scan the students' finger print which generates a unique number to identify your child, allowing them to register and then add funds to their cashless accounts. The fingerprint cannot be used by any other system and is stored securely on our servers internally. This biometric data along with all other student information will be treated in accordance with the General Data Protection Regulation.

GET STARTED

If your school is using ParentPay you should receive communication with account activation details from your school.

If you haven't received any, contact your school and request ParentPay login details.

Once you have your account details you can log in online at parentpay.com. Look for the 'Login' button at the top right.

If you would like to use ParentPay on your smartphone, just bookmark the login page to your home screen for easy access.

ParentPay has been designed from the ground up to work great on tablets and phones as well as desktop computers, so there's no need to use up precious memory downloading extra apps.

Don't worry about compatibility either. The vast majority of Android, iOS and Windows Phone devices will be able to run ParentPay.

WHAT CAN YOU DO WITH PARENTPAY?

School Dinners – View menus and check dietary and nutritional information. You can book and pay in advance or let your child choose in school.

Trips – Pay for school trips through ParentPay. Schools can send out invitations to the relevant parents; who can respond with parental consent and provide medical information.

Clubs – Receive advanced notification of clubs, so you can secure a place, book and pay early.

Online Shop – Whether it's student photographs, uniform or equipment, you can purchase items online. Check item information like size and colour prior to purchase.

Communication – Receive important messages from school via email and text.

Payment Options – Debit and credit cards, American Express and PayPoint from over 28,000 shops across the country.

Parents' Evenings

There are 3 parents' evening/mornings over the academic year. The first one is just before Christmas and this is for Y11, 12 & 13 only. The second one in February is for Y7, 8, 9 & 10 only and the third and final one in April is for all year groups.

Our expectation is that you will <u>attend at least one parents' evening</u>. You will have the opportunity to make appointments to see your child's subject teachers to discuss progress and any concerns there may be from either side.

Progress, behaviour and attendance reports are available via the Go 4 Schools report system and will not be printed off. If you are unable to access Go 4 Schools then please contact the school before the parents meeting to request a printed copy.

If you do not have access to a computer system or need help with this, please let us know and we will arrange a time for you to come in and receive some assistance.

Parents' Guide for Booking Appointments

Browse to https://northox.parentseveningsystem.co.uk/

Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.


Step 6: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.

How to install your FREE copy of Office 365 on your Home PC, MAC or Tablet Device

1. Go to https://login.microsoftonline.com
2. Login with your school email address and password.
   a. (Your school email address will begin with 19, followed by first 2 initials of first name and then your surname. E.g. 19jobloggs@northoxfordshire-academy.org hyphenated names may be slightly different, please check with IT support)
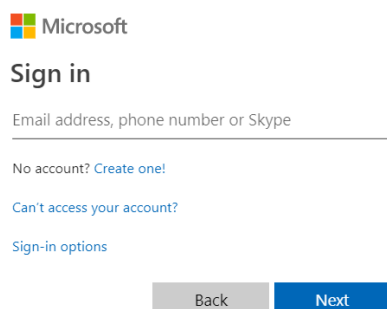
3. Once you are signed in, you should see the apps page, click the 'Install Office' button.
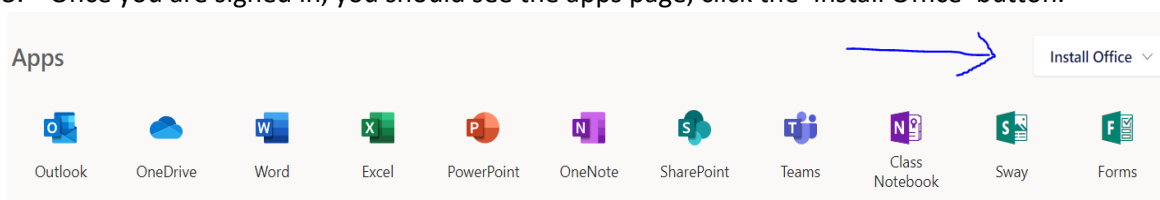
4. On the drop down menu select 'Office 365 Apps'
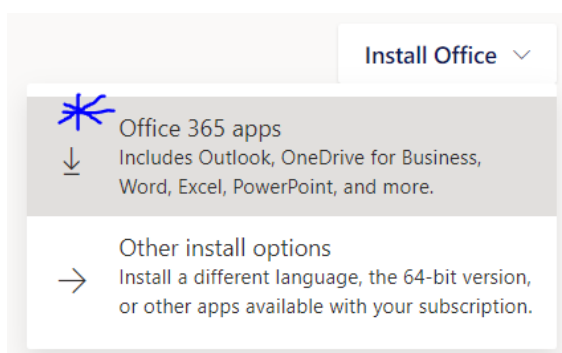
5. This will then begin the download of the executable file 'setup.def.en …', click on this to begin the install.
6. Once installed, you may be required to enter your school email address and password once more (only once more, it will be remembered after), you now have access to O365 for free during your time at NOA.