



KING'S LEADERSHIP
ACADEMY WARRINGTON

Parent User guide for SIMS Learning Gateway

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1. Introduction

SIMS learning gateway is a new tool which we have developed and deployed online in order for our parents and carers to be able to check details on their children in an easier and more direct manner. It is hosted on a system known as “Sharepoint” – this creates pages as they are visited, so the first time you log on and browse SLG you may experience longer load times than you will get with subsequent visits.

The system works by using our SIMS system to pull through information to a website, which is then shared with parents and carers dependant on their own unique logon.

All information available to a parent or carer is specific to those log-on credentials, and **information made available to you will not be visible to any other parent or carer.**

SLG will enable you to easily check student timetables, attendance statistics, lateness statistics, student’s reports and to submit request for change via the data collection sheets.

2. Logging in

In order to log into SLG you must be using a desktop or laptop computer with an internet connection and access to a web browser. All major web browsers (Safari, Internet explorer, Chrome, Firefox) are able to access SLG.

Initially you will need to navigate to

Slg.kingsleadershipacademy.com/slg

You will then be prompted with a log in screen, requesting a Username and a Password. It is recommended that you do not tick "Remember these credentials" as this would mean anyone with access to your computer will be able to then access your SLG page without your login details.

If you are accessing SLG via the "Internet Explorer" browser – you will be required to type

kla

before your username.

(E.g – "kla\slg.MrJBloggs")

The system is inaccessible from Firefox using a Mac (due to inbuilt restrictions) – there is a workaround for this, if you require it please contact

IT@kingsleadershipacademy.com.

Login passwords do not expire – it is recommended that you update this password every 3-4 months for security reasons.

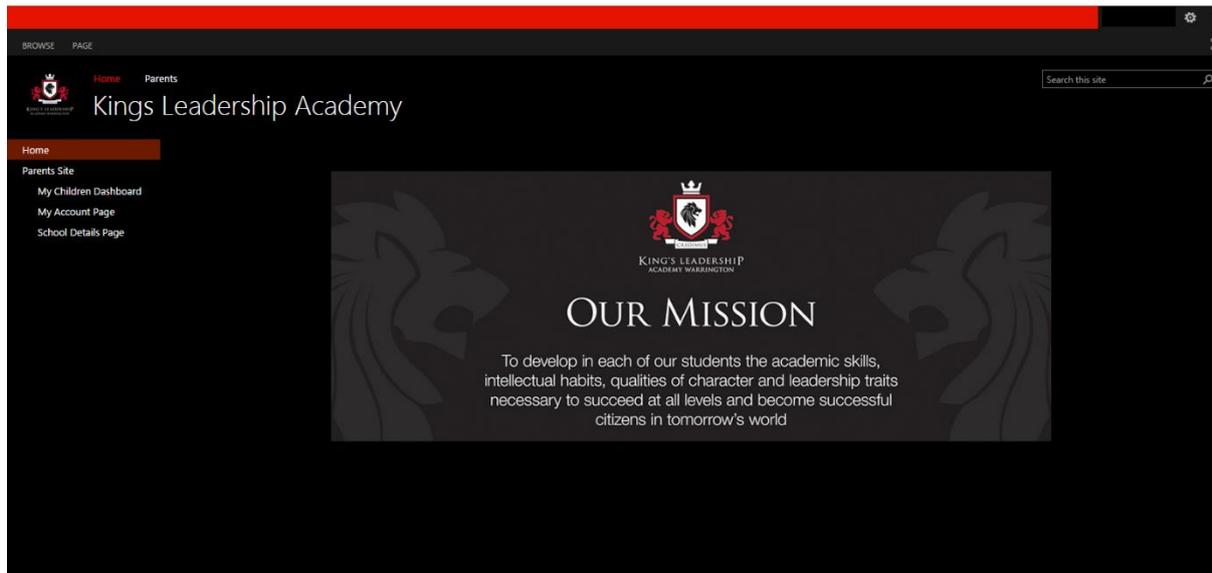
**Passwords can be reset by emailing
SLGPasswords@kingsleadershipacademy.com**

This will be checked regularly.

3. Accessing Student Data

a. Introduction to Layout

After entering your details you will be logged into your home page, you will see a navigation bar to the left of the screen:



The options available here are:

Home – Return to the Home screen for SLG.

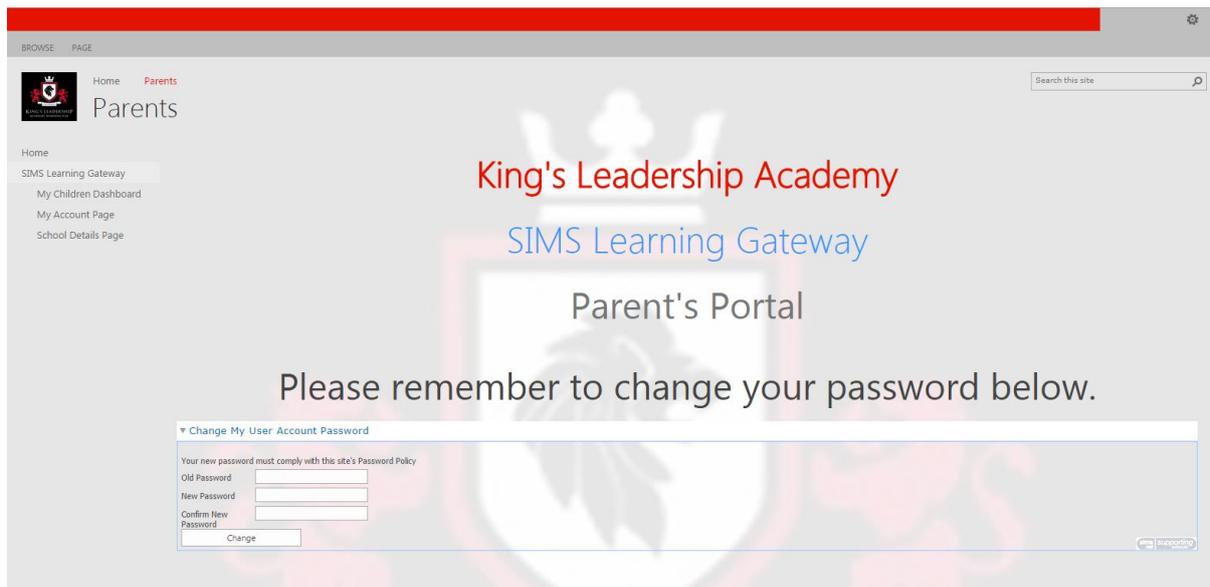
Parents Site/SIMS Learning Gateway – Return to the Home screen for the Parent's page of SLG.

My Children Dashboard – Open an interface which allows you to view details on your children.

My Account page – View information relating to your SLG account and also allows you to change your password.

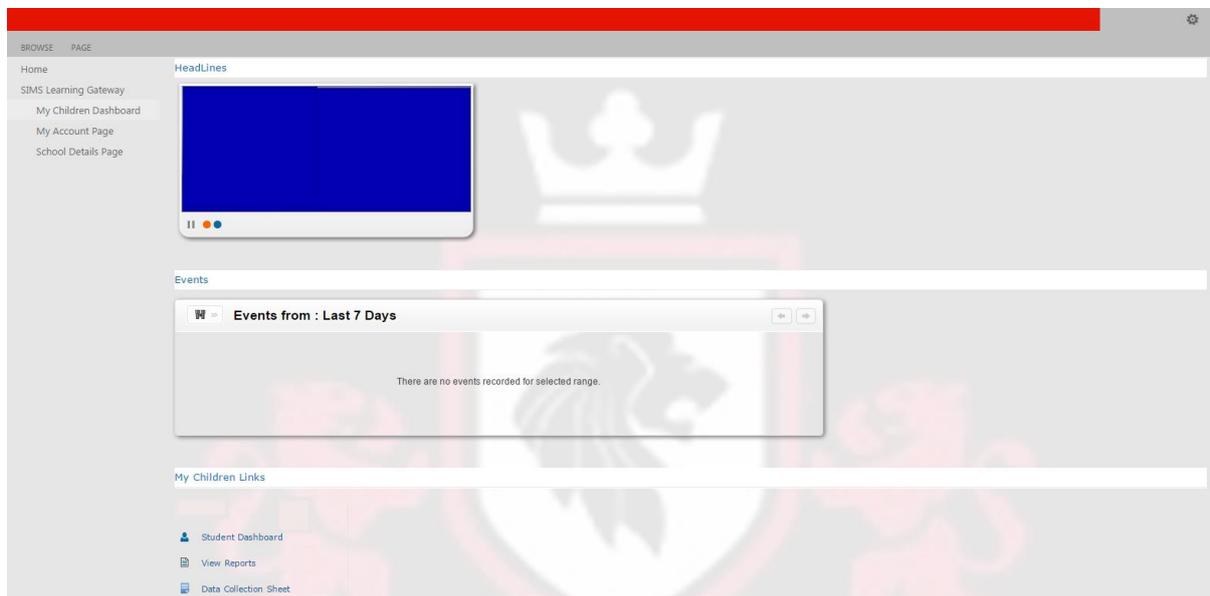
School Details page – View information relating to King's Leadership Academy.

b. Parent's Site:



This page will be where school details and events will be added in the future – at the moment it also gives you access to changing your login password.

c. My Children Dashboard:



This page allows you to view a summary of details concerning your children who attend King's Leadership Academy.

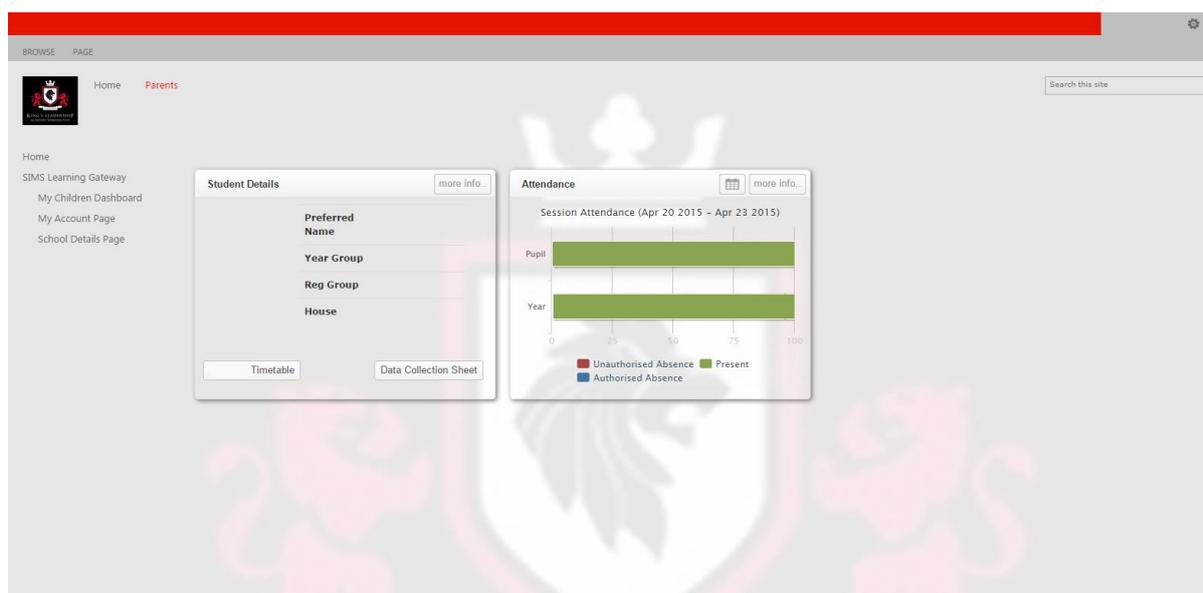
- Headlines give you a quick summary of overall attendance and lateness statistics for the current academic year.
- Events give you details concerning instances of lateness, sickness, absences from lessons and notes made by teachers concerning behaviour in lessons. You can change the Events list to

show different terms or times by clicking the binoculars icon at the top left, and following the drop boxes. Click “go” to filter events based on your criteria.

- My Children Links allows you to move to the **Student Dashboard**, **View Reports** and to submit a request for change via a **Data Collection Sheet**.

d. Student Dashboard:

This gives you a quick summary of Student Details, as well as access to **Timetables** and **Data Collection Sheet**.



Student Details gives information on Preferred Name, Year Group, Registration Group and House.

Clicking on “*****’s Timetable” will take you to a calendar showing your child’s school timetable, including Lesson details, Time of lesson, details on teacher and class name.

Clicking on **Data Collection Sheet** will allow you to submit a request for change on data held in our SIMS system (see **(4)**.)

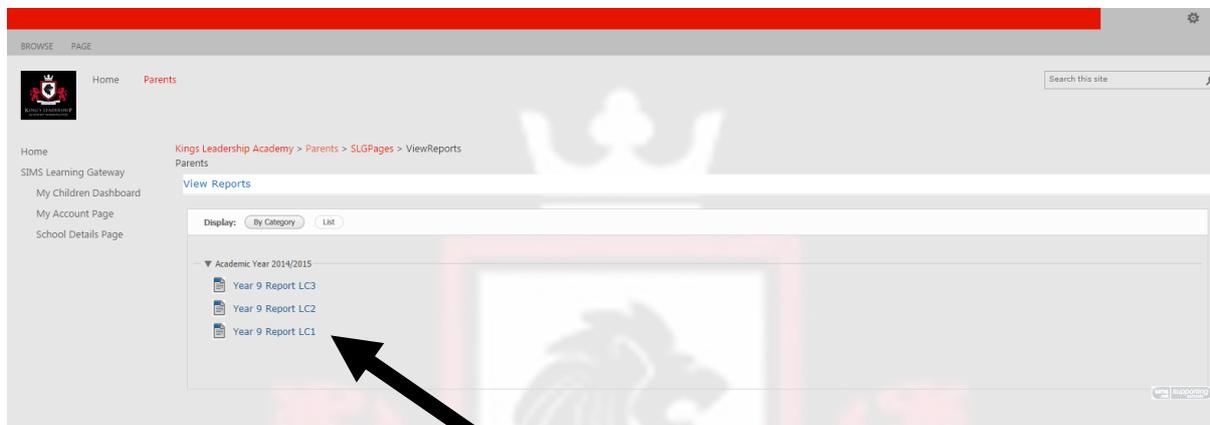
You can also view different attendance statistic dates by clicking on the calendar icon  and selecting different date ranges.

e. Viewing Student reports

In order to view student reports you need to click on “View Reports” when in the “My Children Dashboard” page.

This will take you to a page which will allow you to click on through different academic years (where available) to select student reports. (First you will need to click on the academic year, which will give you a drop-down of various available reports.)

When you click a report it will begin to download the report to your computer – click either “Open” or “Save as” in order to open the document immediately after downloading, or to save to a location of your choosing to be opened later.



This is where you will be able to select which report you'd like to download.

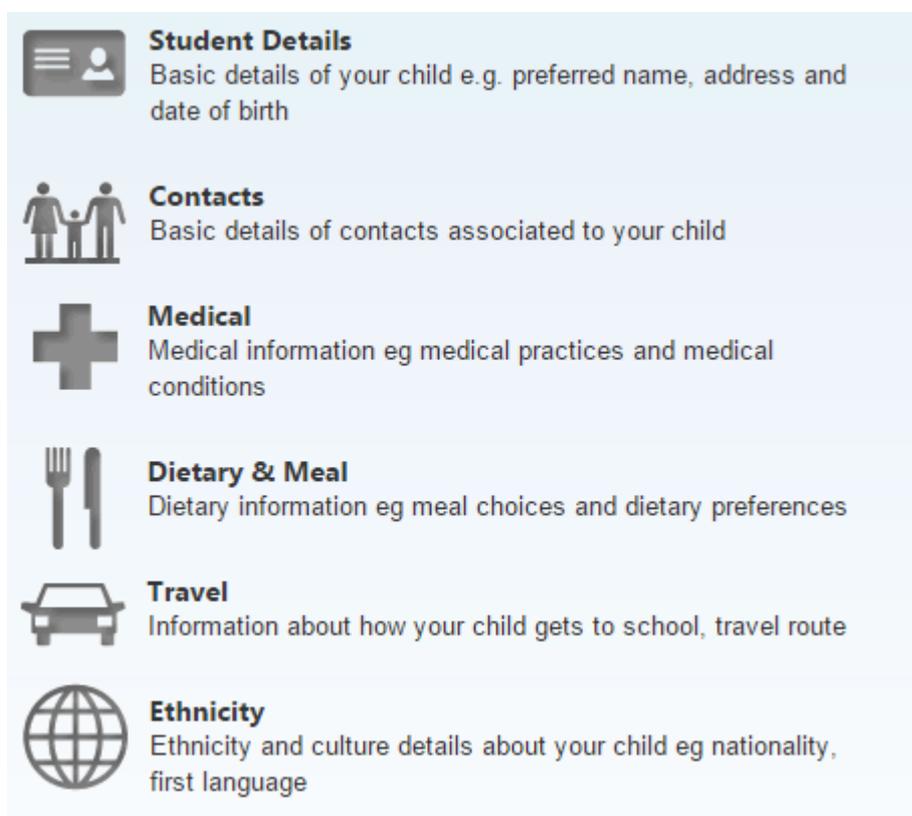
4. Submitting a request for change data collection sheet.

Data collection sheets can be accessed either via the My Children Dashboard or the Student Dashboard pages.

Each data collection sheet is specific to each pupil. For example, if you have two children attending King's Leadership Academy submitting a request for change on one student will not submit a request for change on the other. (So a change of address, for example, would need to be updated across all applicable children.)

The Data Collection Sheet is a self-guiding tool, which gives comprehensive information relating to what you are requesting to change.

Fields which are possible to submit a request for change are shown below:



-  **Student Details**
Basic details of your child e.g. preferred name, address and date of birth
-  **Contacts**
Basic details of contacts associated to your child
-  **Medical**
Medical information eg medical practices and medical conditions
-  **Dietary & Meal**
Dietary information eg meal choices and dietary preferences
-  **Travel**
Information about how your child gets to school, travel route
-  **Ethnicity**
Ethnicity and culture details about your child eg nationality, first language

Once a request for change has been submitted, the option to fill in another will become unavailable until your current request has either been approved or denied.

5. Logging Out

To log out of SLG, simply click your name at the top right and click "Sign Out". This will prompt you to close your browser to complete the sign out process.