

February 2013

Dear Parent / Carer

Our new parental portal is up and running. This is an online system that allows parents / carers access to information about their children currently at the school, such as:

- Attendance
- Homework set
- Letters
- Relevant school information and much more.

The system will be constantly evolving with more features being added.

In order to access the system you will need to be issued with a username and password. Before we issue the username and password it is a requirement of the school that parents / carers sign an acceptable usage policy document, which outlines rules that must be adhered to when using the system, see attached.

Please read through the acceptable usage policy, sign and return to the school office. Please note that if both parents / carers require their own username and password for the system then they will both need to sign the form. When the signed form is returned to the school office the username and password will be posted.

A guide to using the basic features of the system can be downloaded from the "Whole School" letters section of the school website. To access navigate to <http://www.st-nicholas.cheshire.sch.uk> click on "News" in the main menu and then "Letters to parents".

If you require any further information or clarification please do not hesitate to contact me at the school.

Kind regards,

Mr I M Hanson  
Leader of eLearning