

# What is FROG?

FROG is our new web based school hub. It allows all members of our school community to communicate more effectively. As a parent you will be able to see information about your children at the school, this includes:

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

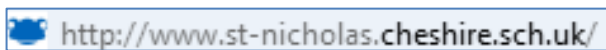
The system will be constantly evolving with more features being added.

This guide will take you through the basics of how to use FROG.

## Getting onto FROG

FROG is best viewed using Internet explorer or Mozilla Firefox.

Load your preferred web browser and go to:

 <http://www.st-nicholas.cheshire.sch.uk/>

This will load the St Nicholas website homepage. Halfway down the page you will see the Hub Login box:



The image shows a 'Hub Login' form on a dark blue background. At the top, the text 'Hub Login' is written in a white serif font. Below this, there are two white input boxes. The first box is preceded by a white 'u' and the second by a white 'p'. A small yellow padlock icon is to the right of the second box. Below the input boxes is a small white button with the word 'Login' in blue. At the bottom right of the form is a white cartoon frog head icon.

Type your username\* in the first box

Type your password in the second box

Click Login

\* You should have been issued your username and password in a separate letter at the FROG introductory parents' evening. If you were not able to attend you should have received an "[Acceptable Usage Policy](#)" letter for FROG. Please read, sign and return this to school then your login details will be sent to you.

Ensure you enter your login details exactly as they appear on the letter.

# The Dashboard

Now that you have logged in to FROG the Dashboard will be displayed, see below. This is your Homepage and will

**St Nicholas Catholic High School**  
A Business and Enterprise College

Home Logout

Attendance Detail Achievement Timetable Homework School Calendar Parent Voice

Hello

Parents Profile Contacts Learning Spaces

**School Noticeboard**

Parent Notices

**Tweets**

Follow @StNicholasCHS

**St Nicholas CHS** @StNicholasCHS 1h  
Medical and Emergency Contact forms for Ski Italy 2014 need to be returned to school by Monday 14th October.

**St Nicholas CHS** @StNicholasCHS 3h  
Years 7 - 11 girls football matches on Friday at Weaverham. Students to be collected at 5pm from Weaverham or 5:15 from school.

Tweet to @StNicholasCHS

**My Files**

My Links

- Sixth Form
- Whole School
- Year 07
- Year 08
- Year 09
- Year 10
- Year 11

**Wednesday 9th January**

**My Feed**

7th Jan 1:20 -2:20 Project Qualification Le No reason yet provided for absence 02:00 09/1/13

7th January 2013 - PM - No reason yet provided for absence 00:00 09/1/13

7th January 2013 - AM - No reason yet provided for absence 00:00 09/1/13

21st Dec 10:10 -11:10 ArtandDesign Late (before reg closed) 02:30 08/1/13

20th Dec 9:10 -10:10 ArtandDesign Illness (not med/dental appts.) 00:00 09/1/13

20th Dec 11:30 -12:30 AppliedBus Illness (not med/dental appts.) 00:00 09/1/13

20th Dec 10:10 -11:10 Project Qualification Le Illness (not med/dental appts.) 00:00 09/1/13

ArtandDesign lesson assigned: Personal studies 00:00 09/1/13

21st December 2012 - PM - Present (PM) 00:00 21/12/12

21st December 2012 - AM - Present (AM) 00:00 21/12/12

Business & Enterprise

Ofsted Outstanding 2010/2011

NAC

IQM

International School Award 2010-2013

Healthy School

Eco-Schools

**Crystal Menu** – The main menu for accessing all of the sections on FROG. Use the bar at the bottom of the menu to scroll for more options.

**Parent Notices** - this is the school's live Twitter feed (@StNicholasCHS) which gives the latest news i.e. school events, trips, parents' evenings

**My Files** – Gives access to the letters issued to the school, organised by year group.

**My Feed** – Keeps you up to date with the latest information about your child i.e. attendance, homework, etc.

# The Crystal Menu

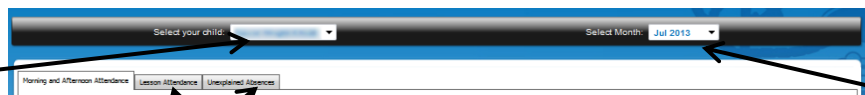
Each ICON on the menu will take you to a different part of the system, below is an overview of what each section is about.

## Attendance Detail (updated September '13)



This page has 3 subpages. You will be able to see an overview of morning / afternoon attendance, a breakdown of attendance at each lesson and also see any days when your child was absent without a reason yet being provided

If you have more than one child at the school you will need to select the child you wish to view from the dropdown menu.

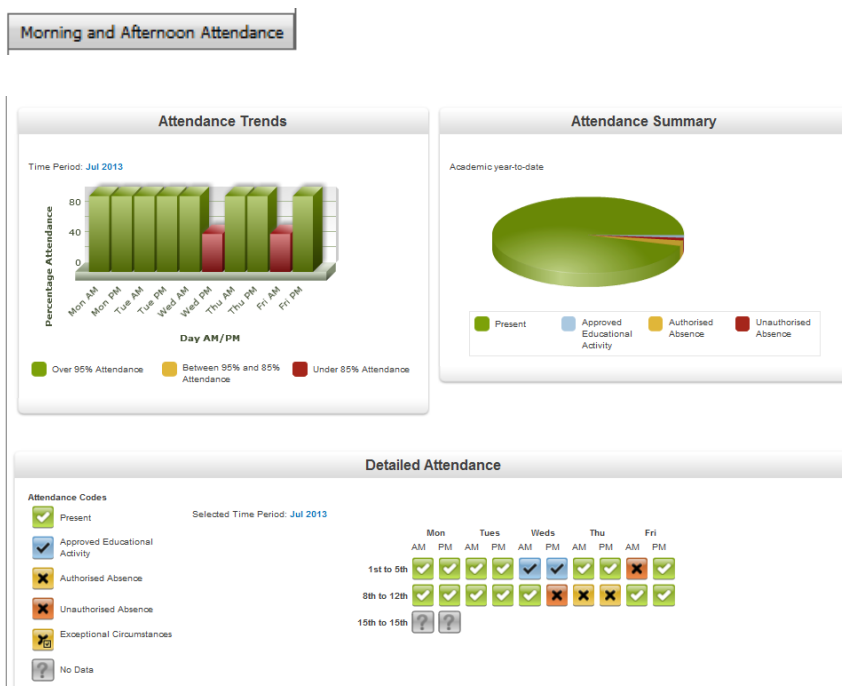


Use the tabs to choose the attendance data you wish to view

You will also need to select the month of the attendance you wish to view.

## Morning and Afternoon Attendance

The top two charts can give an overview of the whole academic year, by selecting "all months" from the drop down menu, or a specific month can be picked.



The detailed attendance view will only display information when a specific month is selected.

# The Crystal Menu

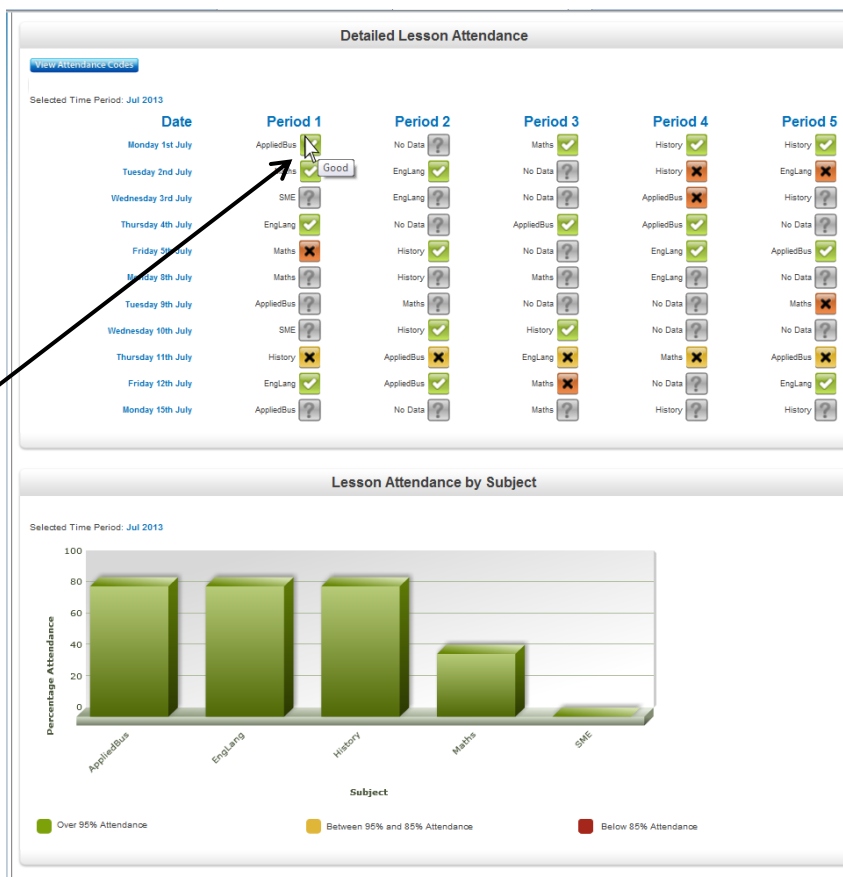
## Lesson Attendance

Lesson Attendance

Registers are used to record student's behaviour in a lesson. The options that a teacher can choose from are: **4** - Excellent, **3** - Good, **2** - No Homework, **1** - Disruptive Behaviour or **9** - Organisation. For more information about what the grades mean refer to the "[Lesson Monitor](#)" letter available in the "Whole School" letters section of the school website.

The top section of the screen will show detailed lesson attendance once a specific month has been picked from the drop-down menu.

To view the behaviour grade for a lesson: hover your mouse over the lesson mark and the grade will appear in a small pop-up box.

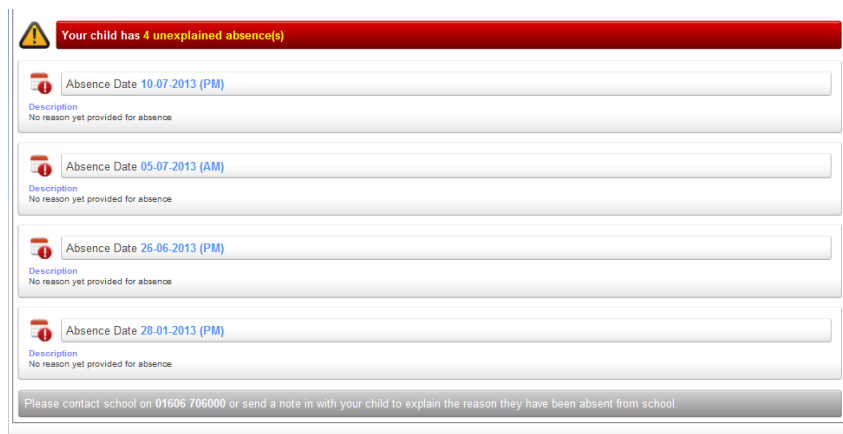


The chart at the bottom of the screen details attendance for specific subjects. To display data for the whole academic year, select "all months" from the drop down menu, alternatively a specific month can be selected to show just that month's data.

## Unexplained Absences

Unexplained Absences

This screen lists all of the sessions when your child did not receive a present mark for AM or PM registration.



Please provide a note or telephone the school to give a reason for the absence.

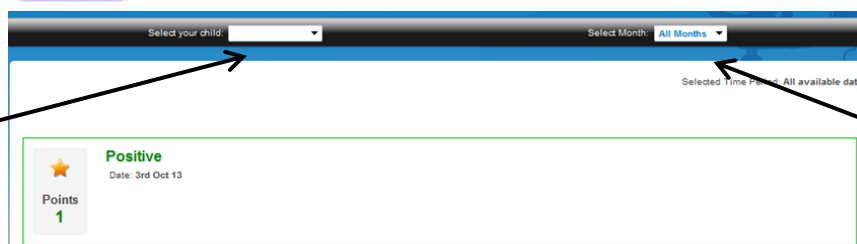
# The Crystal Menu

## Achievement (new October '13)



This will let you see when a member of staff has recorded an achievement for your child. You will see a general description of what the achievement was recorded for, along with the member of staff who recorded it.

If you have more than one child at the school you will need to select the child you wish to view from the dropdown menu.



You will also need to select the month of the achievement you wish to view.

## Timetable



This will let you see your child's timetable for the two-week rotation.

If you have more than one child at the school you will need to select the child you wish to view from the dropdown menu.

		Week 1					Week 2				
Period	1Mon	1Tue	1Wed	1Thu	1Fri	2Mon	2Tue	2Wed	2Thu	2Fri	
1		AppliedBus Ab B3 Bus. Studies 3 P. Turrell 13D/Ab1	SME Sm T3 Technology 3 E. Willis 13K/Sm	ArtandDesign A A1 Art 1 V. McEvoy 13C/A1				SME Sm T3 Technology 3 E. Willis 13K/Sm		ArtandDesign A A1 Art 1 V. McEvoy 13C/A1	
2	AppliedBus Ab B2 Bus. Studies 2 R. Dunne 13D/Ab1	Project Qualification Le Pq 63 Room 63 C. Hollis 13A/Pq1	ArtandDesign A A2 Art 2 K. Wilson 13C/A1	Project Qualification Le Pq 63 Room 63 C. Madellan 13A/Pq1	ArtandDesign A A2 Art 2 K. Wilson 13C/A1			ArtandDesign A A1 Art 1 V. McEvoy 13C/A1	Project Qualification Le Pq B6 Bus. Studies 6 F. McAvoy 13A/Pq1		
		ArtandDesign A A1 Art 1	Project Qualification Le Pq R2 Bus	AppliedBus Ab B3 Bus			Project Qualification Le Pq R2 Bus		ArtandDesign A A1 Art 1		

## Homework



This will let you see the homework tasks that have been issued to your child. It is possible to view both Outstanding and Completed tasks.

If you have more than one child at the school you will need to select the child you wish to view from the dropdown menu.

Outstanding		Completed
Subject	Title	Deadline
EngLang	complete a short written diary using slang/text.	24/09/2012
AppliedBus	Calculations revision	07/01/2013
ArtandDesign	Personal studies	07/01/2013

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When a student has finished a homework task they should mark it as complete in their "My Set Work". This will then move the task to the Completed Section.

# The Crystal Menu

## School Calendar



This section contains important upcoming dates i.e. exams, inset days, school holidays etc. By default the calendar displays the current week.

Dates in bold have an event on them – click on the date to view.

Use the arrows to scroll to a different month.

Use the arrows to scroll through to a different week.

## Parent Voice



This is a discussion forum area for parents. The discussion topics can be set by the school or by a parent. The discussions could be on topics such as ideas for PTA fundraising or general discussions.

## Letters Home



All general school letters will appear in this section. This section is broken down into year groups (7 through to 13), simply click on the folder to find the relevant letter.

## Linked Documents (new September '13)



This section will let you see all “Linked Documents” that have been created for your child. At present the linked documents that are available are tracking and monitoring reports and annual progress reports for the last 3 years.

If you have more than one child at the school you will need to select the child you wish to view from the dropdown menu.

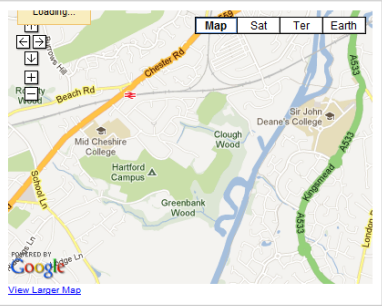
# The Crystal Menu

## Contact School



If you want to get in touch with the school and ask a general non-emergency question then you can do that from here. All messages go to the main office where they are subsequently passed onto the relevant staff member. Please note all child absences must still follow the current procedures i.e. a telephone call to school.

Location...



Address: Greenbank Lane  
Northwich  
Cheshire  
CW8 1JW

Tel: 01606 706000  
Fax: 01606 784586

Send us an email

If you need to contact the school, please use the form below and we will be in contact as soon as possible. If it is an urgent matter, you can contact the school using the details listed to the left.

Name:

Email Address:

Contact Number:

Question:

## Update Details



If you need to update your details i.e. phone numbers, e-mail addresses or home address then you can do that from here. All information is based onto our SIMS manager where they will update your details.

Update Your Details

If you have recently changed any personal details such as contact numbers, address etc, please update us by filling in the form to the below

**Student(s) Details**

Name:

Student(s) at the school:

**Your Details**

Enter your new details below as appropriate>>>

Name:

Address:

Phone Number:

This Is:

Other:

## Change Password



If you wish to change your password to something more memorable then you can do this by using the change password facility. Simply enter your current password, your new password and confirm your new password.

Change my password

Current Password

New Password

Re-enter Password