

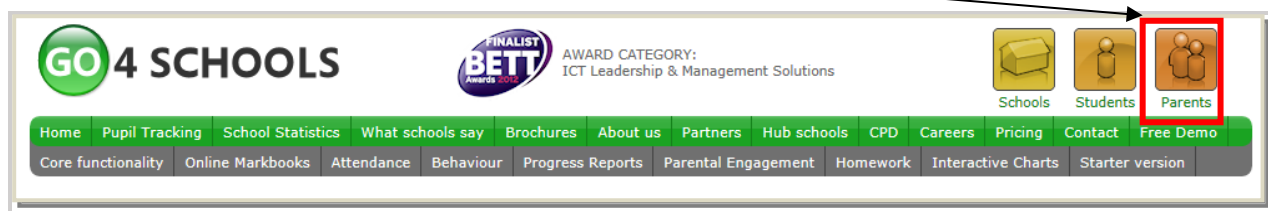
## Guidance notes for Parents / Carers on accessing GO 4 Schools

Dear Parent / Carer

We are pleased to provide you with the following instructions for logging in to your child's online reports, timetable, behaviour and attendance data on GO 4 Schools. Access to GO 4 Schools is driven by the email address you have provided us with.

Firstly, either go to the Furze Platt Senior School website and click on the 'Parents' drop down menu and click on 'Reports', or go straight to the GO 4 Schools website: [www.go4schools.com](http://www.go4schools.com)

1. Click on the Parents icon:



2. Click on the First-time User? Link and then type your email address into the 'First-time User' section and click on the 'Please send me a password' button. An automatic email with your password will be generated and sent to you from GO 4 Schools. Once in, you can change this password in the 'My settings' area.

## Welcome!

### This is the GO 4 Schools login page for Parents and Guardians

In order to login, you will need to use the email address that your child's school holds for you.

If you don't have a password yet, or have forgotten your password, you can request a password reset email using the **First-time User?** and **Forgotten your Password?** links.

**If you are having problems logging on, please contact your child's school.**

Email address:	<input type="text"/>
Password:	<input type="password"/>
<input type="checkbox"/>	Remember my email address
<input type="button" value="Sign in"/>	

[First-time User?](#)  
[Forgotten your Password?](#)

**First-time User?**

If you haven't logged on to GO 4 Parents and Guardians before, type your email address and click the "new 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.

Enter your email address in the 'First-time User' section and then click on 'New password'. If you do not see an email in your Inbox, please check your SPAM folder.

- Once you have received your password from Go 4 Schools, enter this password into the 'Welcome' section of the Parent login screen.

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Email address:

Password:

Remember my email address

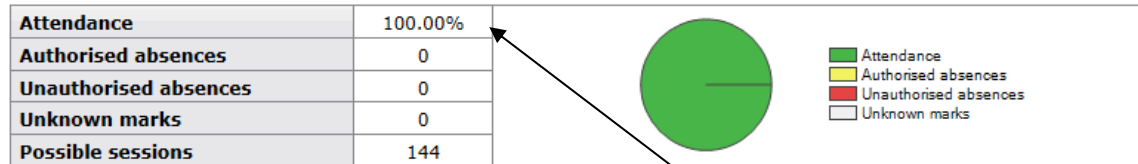
[First-time User?](#)  
[Forgotten your Password?](#)

## Information you can access in GO 4 Schools

Once in GO 4 Schools you will be requested to click on your child's name to see their progress data. You will also be able to view their timetable by clicking on the  **Timetable** icon. If you have more than one child at Furze Platt Senior School then you will see all their names listed and be able to select which one you wish to view. Please note the 'View full profile' link is not being used at present.

### Attendance & Behaviour Data


#### Attendance



Attendance data is shown up to the previous day and refreshed overnight. It should be seen as an indicator only and not live data. There are two sessions in a school day, therefore two absences equals one school day.

### Progress and reports

#### Progress and reports

Subject	07 Dec 2016	15 Mar 2017	Working At
Art & Design	-	-	n/a
Drama	-	-	n/a
English	-	-	n/a
French	-	-	n/a
Games	-	-	n/a
Geography	-	-	n/a
German	-	-	n/a
History	-	-	n/a
Maths	-	-	n/a
Music	-	-	n/a
Philosophy & Religion	-	-	n/a
Pshe	-	-	n/a
Science	-	-	n/a
Technology	-	-	n/a
<b>Attendance</b>	<b>100.00%</b> <a href="#">View report</a>	<b>99.12%</b> <a href="#">View report</a> 	<b>99.12%</b>

Click on the 'View report' link to see your child's published report. The Working At column is not used until Key Stage 4 (Years 9 – 11) and Key Stage 5 (Years 12 – 13).

By clicking on the 'View report' link we can check that you have been able to access your report, and that the information we hold is correct. It will also enable us to target support to those who may have been having difficulties accessing the latest report.

## **Frequently asked questions**

### **I have lost my password – what do I do?**

Go to the GO 4 Schools website, click the 'Parents' icon and follow the 'Forgotten your password' instructions.

### **My email address is not recognised – why is this?**

Only email addresses registered with us are recognised by GO 4 Schools. If your email address is not recognised it means that we do not hold your email address on our system. In order to update your information please contact us via email at [reports@furzeplatt.net](mailto:reports@furzeplatt.net).

### **What if I change my details?**

Please contact us at [reports@furzeplatt.net](mailto:reports@furzeplatt.net) so we can update your access details. When you next log in to GO 4 Schools you will need to go through the first time user process again as outlined at the start of these guidance notes especially if your email address has changed. Alternatively, you can use the 'Update contact details' in the 'My settings' section to notify us.

#### **Update contact details**

Use the form below to notify the school about changes to your telephone number, email address, etc.

#### **Change your password**

Update your password in the boxes below and click the "Change" button.

Current password used to login from home:

New password to use to login from home:

Confirm new password:

### **Who can access my child's data on GO 4 Schools?**

You, as the registered parent / carer with parental responsibility, and school staff are the only people who can access your child's progress data.

### **When and how often should I access GO 4 Schools?**

Student information is available constantly so that you can access it when you wish. Student progress data is updated on an assessment basis, so as the school year progresses more academic information will become available. You will receive an email from GO 4 Schools when new reports are published.

**A**MBITIOUS **C**OLLABORATIVE **H**APPY **I**NTEGRITY **E**NDURANCE **V**ERSATILITY **E**XCELLENCE

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