



Queen Elizabeth School

Re:

8th October 2014

Dear

I am sure you will have seen that over the last year we have been developing our school website, and you may have heard that we have been planning to give parents and guardians online access to information about their children.

So I'm very pleased to say that this letter contains your personal login details to access this information via the QES website.

This move is one part of our programme of streamlining the way we communicate via our website by using a secure area that's called a 'Portal' or gateway to our school management information system, or MIS, which is where we store all our data.

Initially the information that you can access via our MIS Portal will consist of progress trackers for your child, or children, plus report comments and other key information such as timetables.

But over time we plan to offer you access to a wider range of information, with the advantage that you can view it online as soon as it's released, rather than waiting for printed copies to eventually emerge from the school bag!

We also plan to start a weekly email update service later this month that will highlight new material on the school website and also alert you when new trackers are available on the MIS Portal.

As a result of all these developments, we plan to stop printing trackers in November and instead we would like you to access them online via the MIS portal.

So you'll appreciate that the accuracy of your personal contact details on our system now becomes even more important, especially your email address. Fortunately, the MIS Portal will allow you to view your contact details and check that they are correct.

We're sure you will find that our MIS Portal is very simple to use and it should be quick and easy to check your contact details and then access key information about your child. If any of your contact information is incorrect please let us know what needs to be amended via this email address: CU@queenelizabeth.cumbria.sch.uk

With this letter you will find a sheet that take you through logging on. However, as the MIS Portal contains personal information we naturally ask that you're careful about keeping your login details private and take special care with your password. When you first log-on

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t: 015242 71275 f: 015242 72863
office@queenelizabeth.cumbria.sch.uk
www.queenelizabeth.cumbria.sch.uk

you must use the username and password below but there is an option to change your password should you wish.

We recommend that you stick with the password below because it is a 'strong' password that contains letters and numbers. But if you do wish to change it, we recommend that you use another 'strong' password because that helps to keep your access secure. Finally, we also ask that you take care with this letter to keep your login details private.

Your username is:	
Your password is:	

We hope that the system will run smoothly, but if you should have any problems please refer to our **Parents' FAQ** section on the school website. You will find a very prominent link on our homepage. If you find there is an issue you still cannot solve, please do get in touch via help@queenelizabeth.cumbria.sch.uk

We look forward to working in partnership with all our parents to make our communication even better.

Yours sincerely,

Mr N Verney