

YEAR 6 PARENT'S GUIDE TO INSIGHT

What is Insight?

Insight is a secure online platform which the school is now able to offer you to access your son/daughter's attendance, merits, reports, homework and more. An account has been created for you which provides you with this access twenty-four hours a day via a PC, laptop, pocket PC and some mobile devices with internet connection. In preparation you're your son/daughter joining St Leonard's in September, you will be able to access and update personal details, provide key information and authorise the school to take certain actions such as data collection and photographic consent.

How to get Insight?

Please visit the Insight website at <https://insight.st-leonards.durham.sch.uk/login.aspx> to login. Alternatively, you can download the app from android or apple store by using the QR code below.



How to log into Insight?

Your username is the email address that we have registered in school. Your password will be sent to you at a later date. Please ensure you change your password the first time that you login.

Personal Details

If you have more than one son/daughter at St Leonard's then you will be able to switch between both pupils on this screen. You will not get separate login details.

The screenshot displays the 'Student details' page in the Insight system. At the top, there are navigation tabs: 'General', 'Attendance', 'Behaviour', and 'Subjects'. The main content area is divided into two columns of information:

- Left Column:**
 - Chosen name: [Redacted]
 - DOB: [Redacted]
 - Tutor: [Redacted]
 - Year Group: Year 07
 - Ethnicity: White - British
 - Nationality: Not specified
 - Mode of travel: Not specified
 - Emergency contact: [Redacted]
 - First language: English
 - Religion: Roman Catholic
 - Free school meals: No
 - Admission number: [Redacted]
- Right Column:**
 - Legal name: [Redacted]
 - Age: 11 years, 8 months
 - Reg Group: [Redacted]
 - House: [Redacted]
 - National identity: Not specified
 - Passports: [Redacted]
 - Gender: Female
 - Route: Not specified
 - Dietary requirements: Not specified
 - Home language: English
 - Young carer: No
 - Internal exam number: ULN

At the bottom, there is a section for 'Home address' with a redacted field and a 'Student's own contact details' section with a redacted field and a small icon.

The personal details screen will be prepopulated with information we have received from the Local Authority via the Admission Application Process. If any of this is incorrect then you should change it if it is an editable field. If you cannot edit it, please contact us immediately to change our records. This contact must come from the email account that you have registered with us.

At the top left you will see your son/daughter’s name. A school photograph will appear once term has started and the official photographs have been taken. All fields in blue with the edit icon can be changed. Most of these will automatically update our records. Some fields, such as medical, will send an email to our admin team who may be in contact to request further details.

The screenshot shows two sections of a web form. The top section is titled 'Parental consent' and contains two columns of checkboxes. The first column includes: Data Exchange (checked), Home School Agreement, Medical Form, School displays (unnamed), School events (unnamed), School Visit, School website (unnamed), and Year Book. The second column includes: Emergency Inhaler Form, ICT Acceptable Use Policy (AUP), Photo in SIMS, School events (named), School Publicity (unnamed), School website (named), and Twitter (unnamed). The bottom section is titled 'Medical details' and contains two fields: 'Medical Practice: Not specified' and 'Medical Conditions: Not specified', both with edit icons.

Further down the screen you can see consent information. We enjoy celebrating the success of our pupils but we understand parental concerns over privacy. Ticking these options, gives your consent for us to celebrate the success of your son/daughter in a variety of ways. Please check the consent information in the notices section for clarification.

Notices

In the notices section you will see all of the documents, such as the ICT Acceptable Use Policy, to which you will be giving consent to on the personal details page. Scroll through the policies and click the attachments to read them.

The screenshot shows the 'Notices' section of a web interface. At the top, there are navigation arrows for 'Earlier' and 'Later'. Below this is a header for 'June 2020'. A table lists the notices with columns for Date, Subject, Type, Read status, and Attachments. One notice is visible: '09 Jun 20-00:00' with subject 'ICT AUP', type 'Notice', and an attachment icon. Below the table, there is a link titled 'Details of the ICT Acceptable Use Policy' and a document icon followed by the text '5. ICT Acceptable Use Policy _ Deep Blue.docx (47.38 KB)'.

Date	Subject	Type	Read	Attachments
09 Jun 20-00:00	ICT AUP	Notice	<input type="checkbox"/>	

[Details of the ICT Acceptable Use Policy](#)

5. ICT Acceptable Use Policy _ Deep Blue.docx (47.38 KB)

Timetable

Currently this will display an empty screen but you will see your son/daughter's timetable like this

Monday 01/06/2020						
AM 11S VS	After 1 Religious 11A/Ra3 Rm: RE3 MH2	After 2 Chemistry 11A/Ch1 Rm: LAB9 SLM	After 3 Biology 11A/Bi1 Rm: LAB5 ANW	PM 11S VS	After 4 Mathematic 11A/Ma1 Rm: MA1 LS	After 5 Art 112/Ar1 Rm: AR2 GR
Tuesday 02/06/2020						
AM 11S VS	After 1 Mathematic 11A/Ma1 Rm: MA1 LS	After 2 English 11A/En1 Rm: EN5 RD	After 3 Art 112/Ar1 Rm: AR1 GR	PM 11S VS	After 4 Chemistry 11A/Ch1 Rm: LAB9 SLM	After 5 Computer Science 111/Cp1 Rm: IT2 RH
Wednesday 03/06/2020						
AM 11S VS	After 1 English 11A/En1 Rm: EN5 RD	After 2 Physics 11A/Ph1 Rm: LAB3 AJR	After 3 Chemistry 11A/Ch1 Rm: LAB9 SLM	PM 11S VS	After 4 French 11L/Fr2 Rm: CA1 BSB	After 5 Computer Science 111/Cp1 Rm: IT2 RH

Homework

Subject	Status	Precis	Issued	Due	Expected	Class	Issuer	Attachments
French	Pending	All about me	04/06/2020	11/06/2020		08L/Fr1	Mrs B Bell	
<p>Refer to work from week 1 as you should have already done the paragraph in your exercise book. You should write 10-20 lines maximum.</p> <p>Task Write a paragraph on: A description about you, your talents and ambitions. Refer to page 108 in your textbook and ex 6 p.91.</p> <p>You may include the following information:</p> <ul style="list-style-type: none"> Your name Your age Your physical description ☺ Your talent(s) ☺ Your ambitions <p>If you've already completed the paragraph in your exercise book, you may take a photo and attach it.</p>								
Music [1]	Pending	Online homework	03/06/2020	19/06/2020	0h 30m	08E/Mu1	Mr M Grenah-Bradley	
<p>Music theory revision and listening exercise.</p>								

The homework tab gives all of the information about homework. You can see above that this one is not due yet. Below is an example of homework which is overdue which is a different colour.

English	Overdue	Magazines Argument	01/06/2020	05/06/2020		08L/En1	Miss M McKay	
<p>Using the first week's work on the Magazines PPT, turn your list of ideas for one of the discussion points into a paragraph in which you argue for someone to agree with your viewpoint. You should include strong ideas and TRAPPERS technique. You should type this work, and it should fill half a page of a Word doc, in size 12/14 font.</p>								
Mathematic	Overdue	Powers and roots revision	01/06/2020	04/06/2020		08L/Ma2	Miss L Mallabum	
<p>You will need to go back to your first books and do some revision on powers and roots before starting this. You could also look on Hegarty maths (101, 120). Submit a photograph of your answers to your teacher.</p>								

Attendance

The attendance screen allows you to view attendance data and to report absences.

08/01/2020	#	#	/	\	/	\	/	\	/	\		100%
13/01/2020	/	\	/	\	/	\	/	\	/	\		100%
20/01/2020	/	\	/	\	/	\	/	\	/	\		100%
27/01/2020	/	\	/	\	/	\	/	\	/	\		100%
03/02/2020	/	\	/	\	/	\	/	\	/	\		100%
10/02/2020	/	\	/	\	/	L	/	P	/	V		100%

To report an absence whether historical or planned then use this form which will alert our admin team.

Historical or ongoing absence Planned absence

On what date did the absence begin?

On what date did the absence end?
ⓘ If the absence is still ongoing, please enter the date that you expect it to end.

What is the reason for the absence?

Behaviour

At present we celebrate your son/daughter's positive achievements in the form of merits in Insight. We will look at integrating negative sanctions over the next academic term. Here is an example of a pupil with lots of merits and their reasons

Event date	Event time	Type	Location	Recorder	Outcome	Issued In	Subject
20/03/2020	AFri:4	Merit Consistently high standards	DT 5 (DT5)	Mrs M Jackson [MFC]	Merit	08L/En1	English
19/03/2020	AThu:5	Merit Consistently high standards		Mrs P Hockaday	Merit	08L/Pe2	Physical E
19/03/2020	AThu:3	Merit Consistently high standards	RE 2 (RE2)	Miss R Walker	Merit	08E/Re1	Religious
17/03/2020	ATue:2	Merit Excellent classwork	Art 3 (AR3)	Mr P Sutcliffe	Merit	08E/Art	Art
17/03/2020	ATue:5	Merit Excellent classwork	Humanities 3 (HU3)	Mrs J Smith [JES]	Merit	08E/Hi1	History
16/03/2020	AMon	Merit Going out of his/her way to help others	SPORTS HALL (SH)	Mr A Gray	Merit	08E	

Reports

All formal school reports can be viewed in Insight once they become available.

Subject	Working At Grade	Behaviour For Learning	Expected Progress	Better than Expected Progress	Comment and Guidance
Art Mrs R Reid	3-	1	6	6	is a very conscientious and talented year in Art. In her recent assessment she is on target. Her drawings are skilful and a good understanding of tone and texture. Pain awareness of colour theory and how to mix colours. Her sketchbook is beautifully presented and shows good progress. To make further progress she should expand her use of media and techniques.
Computing Mr K White-Hunt	4-	1	5	6	is an able and conscientious member of the subject and appears to enjoy all aspects of the subject. She has excellent Computing knowledge this year and demonstrated an excellent understanding of spreadsheets, use of copyright, and performed very well on her end of year exam. She should maintain her determination.
English Miss S Brignall	3-	1	6	6	In the end of year examination she has achieved a good mark and accurately reflects the steady progress she has made. She is a friendly, polite and diligent student. She has shown a real of loving learning attitude. She has shown a real of loving learning attitude. She has shown a real of loving learning attitude. She has shown a real of loving learning attitude. She has shown a real of loving learning attitude.

Any issues or concerns?

Please email all queries to admin@st-leonards.durham.sch.uk putting **Insight** in the subject line.