



Cabot  
Learning  
Federation



## Monitoring your child's progress using Insight

User guide for parents/carers



# Introduction to Insight



Welcome to the King's Oak Academy Insight user guide for parents/carers.

A King's Oak Academy **Insight** account has been created for you, which provides you with secure online access to view your child's data 24 hours a day via PC, laptop and mobile device.

Insight allows you to:

- View your child's timetable information
- View homework that has been set
- Monitor attendance
- View positive achievement points that have been awarded
- View behaviour concerns
- View your child's school reports

At the appropriate time you will also be able to book Parents' Evening appointments.

## Accessing Insight



To login, visit the KOA Insight website at **<https://koa-insight.clf.uk>**. Please ensure you change your password the first time you login - make this password secure and memorable, as it allows access to your personal data!

You can also install the **Insight Mobile App** by searching for "Insight by TASC" at Google Play or the App Store. This guide is for the standard website version of Insight, most of the same sections are also accessible using the app.

When you have logged in, Insight will open up to the Snapshot page. This is a general overview of today's lessons, attendance and notices.

## **Do you have more than one child at King's Oak Academy?**

If you have more than one child at KOA you can switch between them by clicking on their photographs at the top of the screen. If that is not the case and you have received multiple user names and passwords for your children, please use the "Merge Accounts" tool to connect two accounts together under a single login. This can be found by clicking on the down arrow on your user name at the top right of the screen.

Please note, for data protection reasons, we can only create an Insight account for someone with parental responsibility for a child.

The menu at the top of the screen allows you to look in more detail at the information in Snapshot.

## **Personal Details**

Please check this information is correct. The boxes provided allow you to update your contact details. For any other changes please contact the Academy by email: [KOA.office@clf.uk](mailto:KOA.office@clf.uk).

Please regularly review this information and if anything changes, please update it as soon as possible to ensure our records are accurate.

## **Timetable**

The timetable page allows you to view your child's school timetable and opens up on the current week. Use the arrows to scroll back and forth to see other weeks. You can also print this page by right clicking and choosing Print.

## **Parents' Evenings**

You can book appointments with teachers online via this option. When advised that a parents' evening can be booked, please login to Insight, choose the Parents' Evening option and make appointments. Your child's subject teachers will be showing with available times.

## **Notices**

This panel provides a reminder of upcoming events and important information.

## **SEND Details**

This screen shows any identified and recorded special educational needs. If you have any queries about SEND records please contact the school SENCO, Mr R Chomnicki.

## **Homework**

The homework page allows you to keep track of each piece of homework that teachers have set in class. Homework is ordered by the issue date to ensure that the most recently set homework is positioned at the top of the page.

This area will be populated with academic assessment information as it becomes available.

Clicking on the Attendance tab gives you access to detailed analysis of your child's attendance at school to date.

## **Attendance Summary**

This gives a daily record of am and pm attendance along with a weekly percentage.

## **Attendance Career**

Shows a graphical view of your child's attendance in each term during their time at King's Oak Academy.

## **Report Absences**

You can use this service to provide a reason for an absence in the past "Historical Absence" (which includes "today"), or to give the school notice of "planned absence" in the future.

If your child is unwell, please notify the school using this function before 09:30 am. All information entered on this page is sent securely to our Attendance Officer in school who will record the reasons provided.

Please note: it is not possible to request holiday absence through Insight as family holidays must not be taken during term time.

The Behaviour tab provides details of school rewards and sanctions issued.

## **Achievements**

This page enables you to see each individual positive event that that has been awarded for your child.

## **Behaviours**

The Behaviours page enables you to identify each individual negative event that has been recorded for your child.

## **Report Card**

This page lets you know if your child has a Report Card.

## **Detentions**

The Detentions page allows you to see the detentions that have been issued for your child with information about when they are and why they have been given.

By viewing this information regularly you will be able to keep up to date with any detentions that may have been issued.

We often find that students quickly improve their behaviour if they know parents are regularly aware of any incidents of poor behaviour, and encourage you to discuss these incidents with your child so they can be encouraged to improve their behaviour moving forward.

At three points throughout the year we report home to parents with information on your child's progress in school. In previous years this has been sent home on paper, but to improve the administration of this we have now made these available to view online via Insight.

By visiting this page you will be able to see the various reports that have already been issued to your child.

When clicked, each report will open in Insight and you will be able to see:

- Attendance
- Number of lates
- Achievement points
- Behaviour points
- Subject grades

These reports, in addition to the various Parents' Evenings that we hold throughout the year, are a great opportunity for you to gain a clear understanding of your child's progress in school and we encourage you to read the reports and discuss them with your child.

If you have any questions, please do not hesitate to contact Mr Taylor.