Godalming College

Understanding the summary page
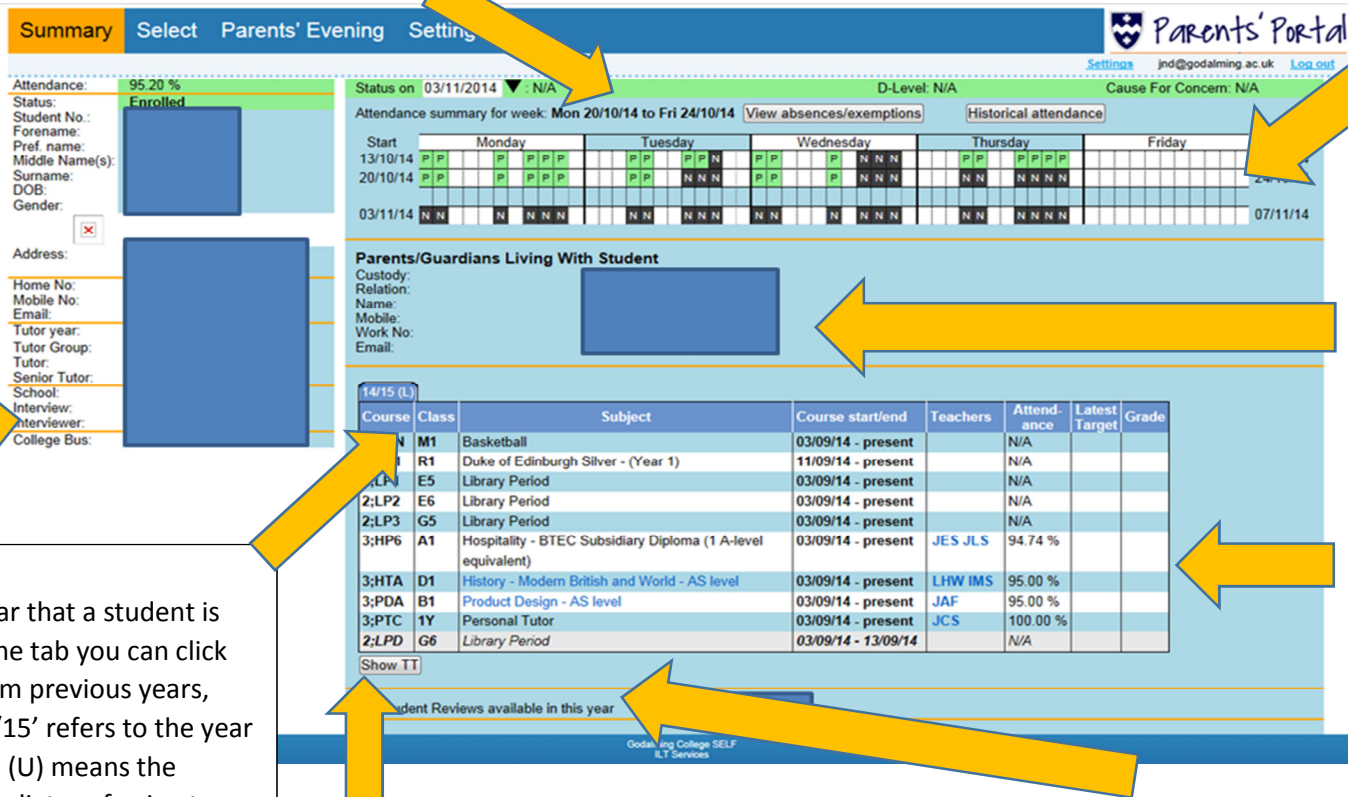## A guide for the Parents' Portal

Attendance: This highlights weekly attendance de-coded as follows:

P - Any student present is marked with a 'P'

L - Any student who arrives late for a commitment will be marked with an 'L'

E - Any absence due to educational activities such as trips or exams will be marked 'E'

A - Any student who is absent where the college has not been notified will be marked 'A'

N – The register has not yet been taken appears as 'N'

Note: Some enrichment sessions are timetabled but not registered

S – Absence reported by the student is marked 'S'

R – Absence reported by parent OR a planned valid absence reported to tutors via student is 'R'

The 'Historical attendance' button will show year-to-date attendance in this format.

To view the timetable by course, click the 'Show TT' button underneath the course grid.

Disciplinary / Cause for Concern

Information on this ribbon states the disciplinary level (we will write to you if any disciplinary action is taken). It also states the number of concerns or commendations teachers have flagged. The content of these conversations are currently only for internal use and tutors will speak directly to the student about them.

Personal Student Information:

This section provides information relating to student identity and contact information along with the names of their tutor and senior tutor. Any errors should be reported to college@godalming.ac.uk

Parent Information

Parent details are listed here – any errors or updates should be emailed to college@godalming.ac.uk

Course Information

This grid details courses, classes and subjects with start dates, teacher initials and attendance. Target grades will appear once the student review is issued.

Historical course information

Here there is a tab for every year that a student is with us. If there is more than one tab you can click on these to see information from previous years, including Student Reviews. '14/15' refers to the year and (L) refers to Lower 6th year. (U) means the Upper 6th and (I) means Intermediate referring to students on our one year Access programme.

Show TT

If pressed, this button will display the student's timetable.

Student Review

Student Reviews (the term Godalming College uses for a student 'report') will be available here. They are issued twice a year in November and in March. Once available you will be able to open a pdf file which summarises a student's progress in their subjects to date.