Bennett Memorial Diocesan School

Parents' guide to online systems

On our website you will see the following icons which stand for:

**Email, Teams, BSpace, Pupiltracking, ParentPay, DofE, PTA**

Teams

Teams is a Microsoft product that we use as a platform for the setting of work. The Assignment function allows us to issue homework and attach resources to that work including quizzes. Full details, resources and deadlines are provided with it. Parents are encouraged to check assignments with their child by getting them to log in.

Students also have the facility to submit work on Teams at their teacher's request, and can respond in the 'post' section to raise a query regarding work.

The platform also has the capacity for many other functions including remote learning and providing access via Streams to video resources.

It can be accessed over the internet by typing into a search engine like Google. It is best downloaded as an app onto a pc or an app. To access it a student must use their school login/email and password.
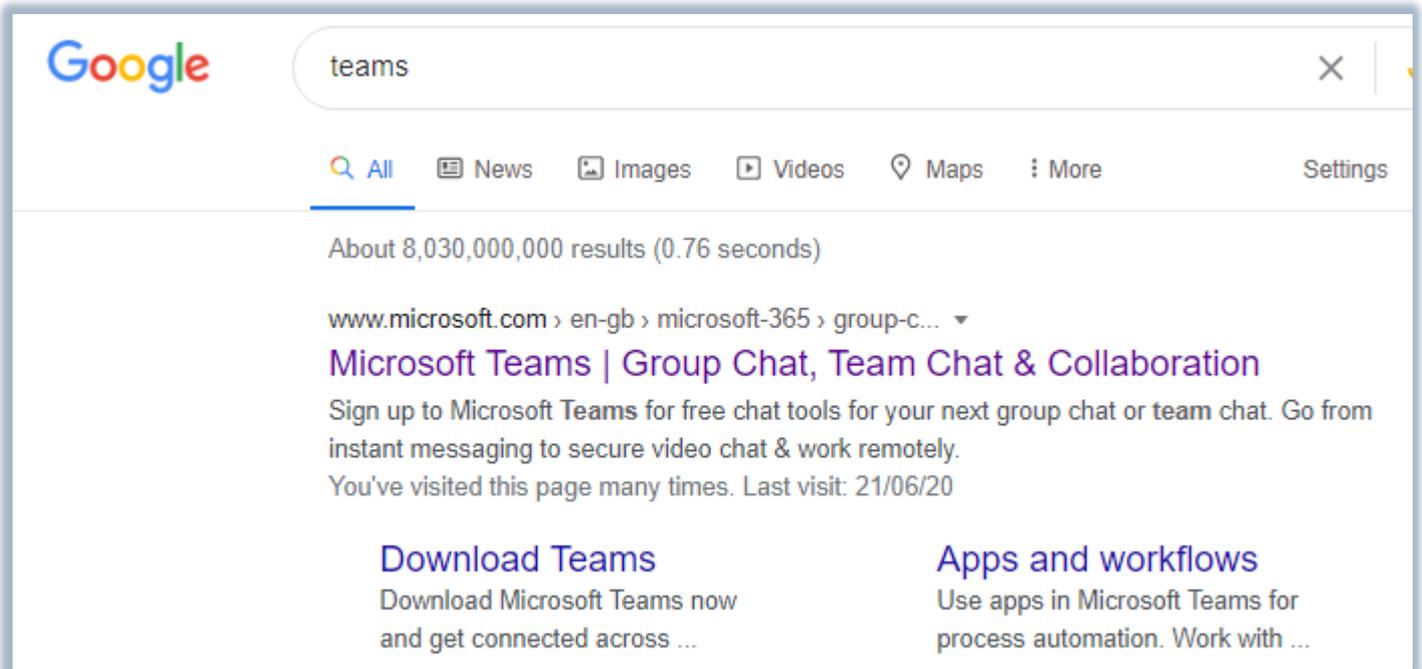

- Inside 'Teams' a dashboard will display all the teams a student belongs to. The 'teams' are all the subject classes, e.g. English, French, art.
- Your 'team-mates' are all those in a student's class and the team leader is the teacher. An example dashboard is below...
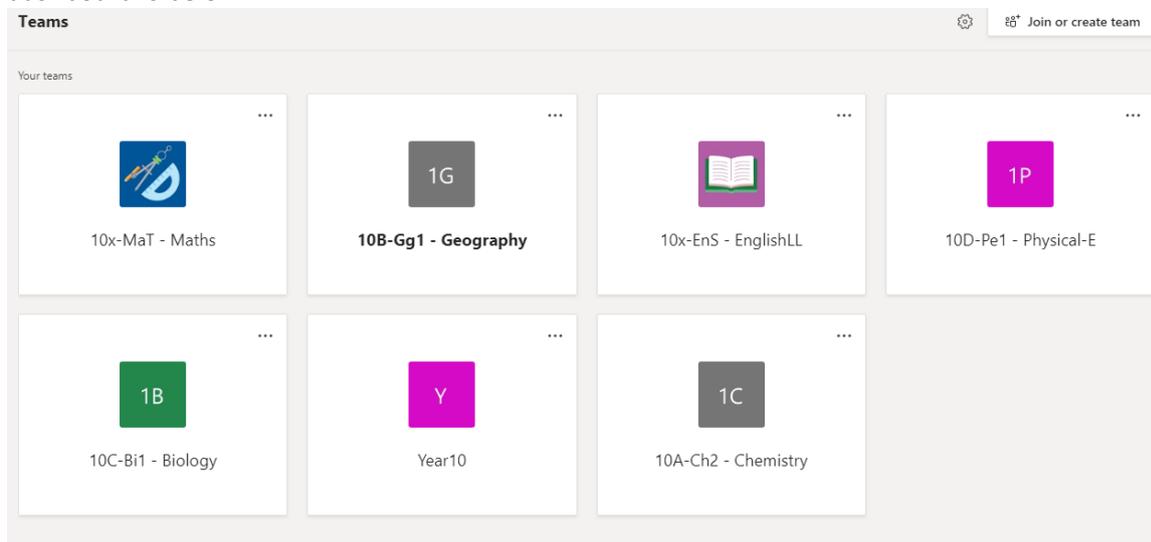
- Every time a teacher sets a homework it will appear in the activity feed.
- Clicking on it will provide more information.
- Then a student enters that team to find the assignment, the full details and any files that have been attached.
- At the same time the feed gets a notification the subject square in the dashboard will go **bold** and a little number appears in the top right of the box.
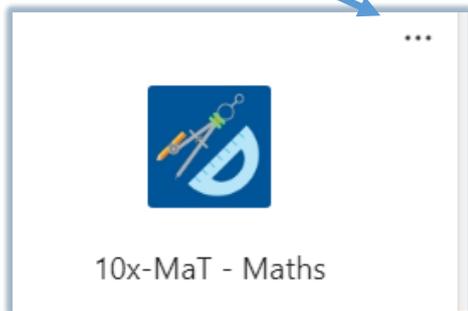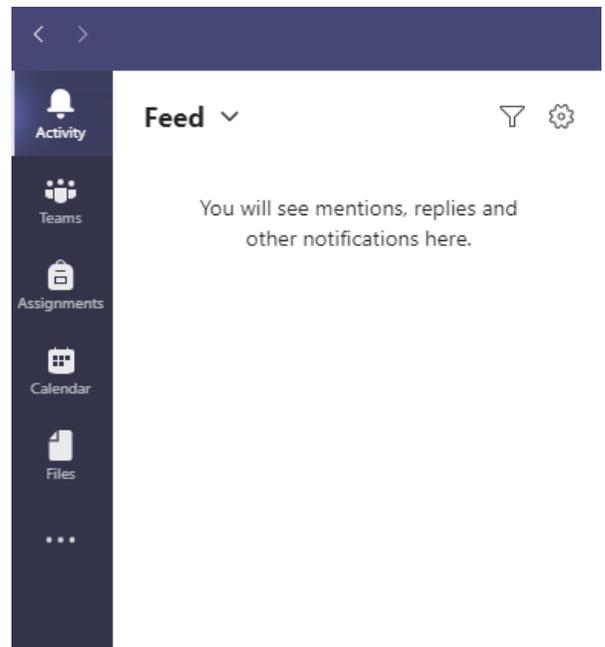
- A student enters the team from the dashboard, goes to the general channel, and clicks on assignments to see it.
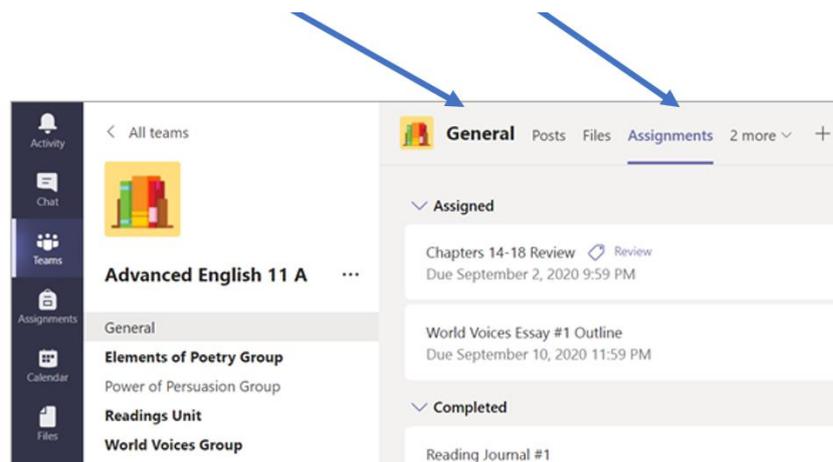
- Often teachers will want work handed in through the Teams app. Either by sending a file (e.g. Word doc.) or taking a picture of work completed in an exercise book.
- To send it, the student selects **+Add work** and uploads files/photos. **Note:** Max file size is 50
- Then the student clicks 'Turn in.'
- If the teacher does not need anything attached the student just 'turns in' but only once they have done it!
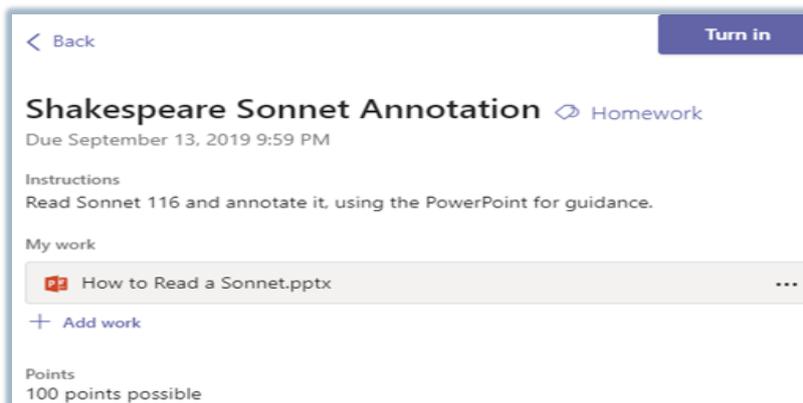
BSpace VLE

BSpace is a Virtual Learning Environment which will operate for a final year 2020-21 as we are migrating away to other systems. This Academic Year it offers a platform for students to access their school network drive and other apps such as Accelerated Reader. It also shows how many Ipoints are being awarded as rewards or to monitor problems.

It is compatible with all common browsers including Internet Explorer, Chrome, Firefox and Safari and there are free apps available which integrate with the platform (IOS and Android).

Parents BSpace Monitoring

Parents can monitor their child's positive and negative ipoint totals through a link inside of BSpace. To log in parents can click on the relevant icon at the top of the webpage or they can download a FROG app on their phone. The parent view is broadly similar to that of the student. Full details about the meaning of the various points comes later in this document, but can also be found in the front section of the student planner

Parents' Guide to iPoints

You can access iPoints through the link inside of BSpace.
Here you will be able to view the achievement points given to your child or guild points in three categories.
You will also be able to see whether they have received any red, orange or yellow points:
RED: missing or incomplete homework
ORANGE: missing equipment
YELLOW: uniform issue
BEHAVIOUR: a detention has been issued in school

If you are concerned with what you see on the screen, please contact your child's year manager in the first instance. The year manager can then contact their teachers to discuss your child's progress and identify any areas for improvement or help to resolve any issues.

If you see only achievement points or guild points please do congratulate your son or daughter on their achievements.

We appreciate parents joining us in celebrating their children's achievements and hope you will view iPoints often to keep recognise achievement and effort alongside us.

If you have any problems accessing iPoints or BSpace please contact the ICT support team by email:

ITsupport@bennett.kent.sch.uk

Using Pupiltracking as a Parent

Pupiltracking is a web-based program which enables us to upload and view student reports online. We report on students three to four times a year: Reports can be data only interim reports, or full reports (at different times of the year for each year group). Year 7 also have a tutor only report in term 1. The Reports Calendar is on the Bennett website on the parents' page and shows the dates that reports appear. Once you have registered as a parent on Pupiltracking you can log on to view, download and print reports.

How to Access Pupiltracking

The best way to open Pupiltracking is via the school website by clicking on the icon, or going to:
https://secure.pupiltracking.com/secondary_schools/bmds/

You will see the following screen. Always remember to log on as a 'Parent'.

The first thing you will see is the homepage or external gateway, which has any notices relevant to you or your son or daughter clearly in view. These notices will usually be explanations of the last report your son or daughter received.

You will also see a series of tabs entitled, *Home, My Pupils, My Account and Logout*. Under these tabs you can see your children listed (if you have more than one) and your account details (in case you want to change your password); to log out click the logout tab. You can also see which teaching groups your son or daughter is in by clicking on the small 'Teachers' link at the top of the page. You will also see under your son or daughter's name some tabs which relate only to him or her. These are:

i)   Reports

This tab shows you all the reports available for
your son or daughter which you can view by
clicking on the relevant report. The report
will appear as a pdf file and can be
printed or read online. Please note reports update
yearly so if you wish to keep copies, please save or print.

ii)   Pupil Profile

This screen shows you some of the target grades for your child's subjects if they are in Year 10 or 11. If they are in Years 7, 8 or 9

We do encourage you to register on pupiltracking as soon as possible to ensure that you can access the system. It is worth checking regularly to see if there is any new information. Please check your junk mail initially as sometimes emails from the school can go to junk at first.

For help contact:		
Pupiltracking (passwords and logging on)	Mrs Emarie Schwartz	schwartz@bennett.kent.sch.uk or enquiries@bennett.kent.sch.uk

Parents' Guide for Booking Appointments

Browse to www.bennett.parentseveningsystem.co.uk

Parents' Evening System

Welcome to the Grace Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
Mr	John	Smith

Email Address | Confirm Email Address
john.smith@gmail.com | john.smith@gmail.com

Child's Details

First Name	Surname	Registration Class
Sarah	Smith	7D3

✔ Login & Continue

Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you.

Please use your child's "preferred" forename that matches our records (no abbreviations).

Select a parents' evening to add appointments:

Parents' Evening
This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

Date: 24/01/2013   Time: 16:00 - 20:30

✔ Continue

Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.

Step 2 of 3: Choose Teachers

Your child's teachers have been pre-populated. Please check these are correct and make any changes if necessary - click the red cross beside the teacher you do not wish to see.

✖	English	Mr J Atkinson
✖	French	Mr A Gray
✖	Geography	Mr A Pinkney
✖	History	Mr R Jacobs
✖	Mathematics	Mrs L Vernon
✖	Physical Ed	Mrs C Paton
✖	Science	Ms J Estaphan

Continue to Book Appointments

Step 3: Check Teachers

Your child's teachers will appear. If you do not wish to see a teacher, click the red cross beside their name.

Click on the Continue button to proceed.

Please note there is a minimum time between appointments of 5 mins. This is to ensure you arrive at your next appointment.

	Mr J Atkinson English E6 No Appointments	Mr A Gray French L3 No Appointments	Mr A Pinkney Geography 4E No Appointments	Mr R Jacobs History H4 No Appointments	Mrs L Vernon Mathematics A4 No Appointments
16:00	Book	Book	Book	Book	Book
16:05	Book	B	Book	Book	Book
16:10	Book	B	**Confirm & Add Message** ✖		
16:15	Book	B	Optionally add a message for **Mr J Atkinson** (English) for your appointment at 16:50.		
16:20	Busy	B			
16:25	Book	B	I would like to discuss how Sarah's can improve on her recent test results.		
16:30	Book	B			
16:35	Book	B	68 characters left		
16:40	Book	B			
16:45	Book	B	✔ Add Appointment Cancel		
16:50	Book	B			
16:55	Book	B			
17:00	Book	Book	Book	Book	Book

Step 4: Make Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Optionally enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see.

After you have finished making appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.

All Finished!

Your appointments have been saved and an email has been sent confirming your appointments.

Changed Your Mind!
To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure

What's Next?
View/Print Appointments   Send Feedback   Book Appointments for another Child   Logout

Step 5: Finished

After booking all your appointments you have an opportunity to send feedback to the school.

To book appointments for another child, please click the link to complete this process again.

		Your Appointments
🖨 Print Appointments	16:00	
Select Evening:	16:05	
Parents' Evening 24/01/2013	16:10	**Parents' Eveni**
	16:15	This parents' evening is
	16:20	the school via the main
	16:25	for the Main Hall where
	16:30 Mr A Pinkney - Geography (4E)	Parking is available in th
	16:35	
	16:30 Mr J Atkinson - English (E6)	Date: 24/01/2013
	16:35	
	16:40 Mr A Gray - French (L3)	
	16:45	
	16:50 Mr R Jacobs - History (H4)	
	16:55	
	17:00 Mrs L Vernon - Mathematics (A4)	✎ Add/Edit/Delete
	17:05	
	17:10	
	17:15	
	17:20	
	17:25	

Viewing/Editing/Printing Appointments

Click the "Appointments" tab to view and print your appointments. Please bring a print out of your appointment times to the parents' evening.

You can change your appointments by clicking on "Add/Edit/Delete Appointments".

There is a link at the bottom of the confirmation email which logs you back into the system.