

Bennett Memorial Diocesan School

Using Pupiltracking as a Parent

Pupiltracking is a web-based program which enables us to upload our reports for students online, so that parents can access them by logging on to the system, which is very secure, and read the reports online or print them off as a pdf to discuss with their children. We report on students three to four times a year. Reports can be data only interim reports, which summarise progress since the start of the academic year, or full reports (at different times of the year for each year group). Year 7 also have a tutor only report early in October. 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 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 screenshot shows the Pupil Tracking External Gateway login page. The page layout includes a header with the school logo and name, a central login form, and an information section on the right. The login form is highlighted with a red circle and contains the following elements:

- Header:** School logo and name: Bennett Memorial Diocesan School.
- Header:** Login as Parent
- Form:** Email: Password:
- Buttons:** Login
- Links:** Register a pupil, Forgotten your password, Login as teacher
- Information:** Welcome to Pupil Tracking's External Gateway. To register for Pupil Tracking you need a valid Pupil ID and licence key as well as an active email account. If you have all of the above click on 'Register a pupil' and follow the onscreen instructions. If not, please contact the school for a valid Pupil ID and licence key.
- Footer:** © Pupil Tracking Limited 2013 | Build 3.2.90 | Recommended browsers Safari / Chrome / FF | Recommended resolution 1024x768

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.

Expand portlets Organise Portlets Field legend Teachers

Notice Board Reports Pupil Profile General Profile Attendance

Notice Board

The notice board displays information relevant to the year group of a pupil.

Explanation of reports (issue 2, January 2012):

The full written report for your son/daughter contains the following headings:

Target grade: This represents the grade which your son/daughter is targeted to reach at the end of their course of study given their previous attainment.

Current grade T1: This tells you the GCSE grade that your son/daughter was working at during Term 1.

Current grade T2: This tells you the GCSE grade that your son/daughter is working at presently.

Expected final grade: This states the grade that your son/daughter is expected to reach in their forthcoming GCSE examinations.

Trial exam grade: This states the grade which was achieved in the trial exams in November. Please note not all subjects will have taken a trial exam. If this is the case it will read N/A.

New target grade: Where a student has already achieved their target grade their teacher may have set them a new, aspirational target grade. Where this is not the case it will read 'NA'.

Because Religious Education GCSE is completed in Y10 the target grade is not relevant to the report. Also, please note that students who are taking Critical Thinking will find their report within the Religious Education reports, as will the group taking the OCR Level 2 Award in Thinking and Reasoning Skills.

Course content: This is a summary of the course students are following. Each subject should have a generic statement that is entered here. This will be the same for all students studying the subject. It explains what students will be studying this year and the proposed outcomes of this.

Approach to learning: This covers organisation, focus, co-operation and participation. We use the statements excellent, good, some concern and concern to inform parents of their son/daughter's approach to work. This enables a quick and easily accessed summary of the main aspects of approaching learning.

Evidence of learning and progress: Here you will find evidence of what your son/daughter has learnt, and the nature of the progress they are making. This is focused on the knowledge and skills aspect of the subject and should cite actual pieces of work or examples of learning and progress.

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:

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.

Expand portlets Organise Portlets Field legend Teachers

Notice Board **Reports** Pupil Profile General Profile Attendance

Reports

On clicking a report below a PDF document will be compiled and downloaded to your computer. Please note, reports are always compiled based upon a pupil's current year group, tutor group and set information. If you wish to retain the exact contents of the report, please save a copy to your computer.

-  Y11 Full Report 11/12 10-01-2012 (Data and text)
-  Y11 First Report 10-10-2011 (Data only)
-  Y11 Target Grades 28-09-2011 (Data only)
-  Y10 Full report 12-07-2011 (Archived Data and text)
-  Y10 Data report term 4 04-04-2011 (Archived Data only)
-  Y10 Data report 14-02-2011 (Archived Data only)
-  Y10 Second report 2010/11 13-12-2010 (Archived Data only)
-  Y10 First report 2010/11 19-10-2010 (Archived Data only)

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Pupil Profile

This screen shows you some of the target grades for your son or daughter's subjects if he or she is in Year 10 or 11. If he or she is in Years 7, 8 or 9 there will be no targets because the target of every student in key stage 3 is to reach mastery by the end of the year.

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. It is important to ensure that the emails go to your current inbox. If you have difficulty with any aspect of pupiltracking please do not hesitate to contact us.

For help contact:		
Pupiltracking (passwords and logging on)	Mrs Paula Aguiriano	aguiriano@bennett.kent.sch.uk or enquiries@bennett.kent.sch.uk

Expand portlets Organise Portlets Field legend Teachers

Notice Board Reports **Pupil Profile** General Profile Attendance

Pupil Profile

A pupil profile displays shared fields (fields each subject has in common) across all the subjects a pupil currently takes. You can edit the fields displayed by clicking on *Edit pupil profile*.

Edit pupil profile Refresh pupil profile...

Subject	Set	KS3 Target Level	GCSE Target
Citizenship	11wx/Pc1		
Core_Science	9w/Sc1		
English	11wx/En1	6B	A
English_Literature	11wx/En1		
Graphics	11D/Gr1		A
ICT	11B/If1	7	Merit
Latin	11C/La1		A
Mathematics	11B/MaW	7A	A
Physical_Education	11w/Pe1	8	
Religious_Education	11w/Re1	7	B
Triple_Sc_Biology	11A/Ts1.		A
Triple_Sc_Chemistry	11A/Ts1.		A
Triple_Sc_Physics	11A/Ts1.		A

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