



LEARNING GATEWAY

This part of the gateway improves communication with parents and carers by sharing access to information. For our partnership with you to work at its best, and to enable us to respond best to any events that you might wish to query with us, the records should be accessed quite regularly.

Instructions for use

First, log on:-

- 1) Access the school website - www.busheymeads.org.uk
 - 2) Click the Learning Gateway (parents) link on the right hand menu bar.
 - 3) Read this page. You can then either click for full instructions or click directly onto the Learning Gateway.
 - 4) You should then see very small wording around the top right called 'sign in'. Click this.
If you cannot see the link 'sign in', it could be because your child has used the browser at home and set it to remember their own log in details. In this case you will see 'welcome' and your child's name on the top right of the screen instead. You should then click the 'welcome' link and choose sign in as a different user.
 - 5) Use your username and password (case sensitive).
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To use the Learning Gateway to see information:-

Click My Children Dashboard, from the left-hand menu bar.

Most of the screen is taken up with large headline data. If you have more than one child at the school you can click on each child's name to see their individual headline data. The headline data is limited.

Towards the bottom of the screen, under the smaller heading 'My Children's Links', you can see much more data.

➔ You can click Homework to see the homework that was set for your child.

➔ You can click View Reports to see all the assessments and reports that have been produced for your child since your Learning Gateway account was created.

➔ You can click Student Record to see more detailed data under the following sections:-

- Student details
- Attendance
- Achievement
- Behaviour
- Timetable

From each of these sections there is a link at the bottom to 'see more details' about that section. For instance, the attendance section allows you to drill down to see all attendances against school days, with codes for various absences.

From each of these additional details there is a back button at the top. If you get lost, click Children Dashboard again on the left.

- Also, from 'My Child's Links' you may click '[View Reports](#)'. This shows all published assessments and reports for your child. We are in the process of making these available, so not all will show yet.

Passwords:-

To change your password, click My Account on the left. You just need any 5 characters. There are no other password rules because you are only able to see your own child's data, but you are advised to make your password inaccessible and secure.

Issues and comments about the content of your child's information on the Learning Gateway should be addressed to your child's head of key stage.

For Years 10 & 11 – reception@busheymeads.herts.sch.uk

For Years 7, 8 & 9 – bill.fisher@busheymeads.herts.sch.uk