# SCHOOL SYNERGY

## Welcome to the Parent Portal - your quick, one-stop access to school information!

An App is also available for Android and Apple devices.

Your one-page dashboard displays your messages, upcoming events, parent letters and a summary of recent behaviour, punctuality and assignments/homework for each of your children.

GET IT ON Google Play

Download on the App Store

## What other information can I see in my Parent Portal?
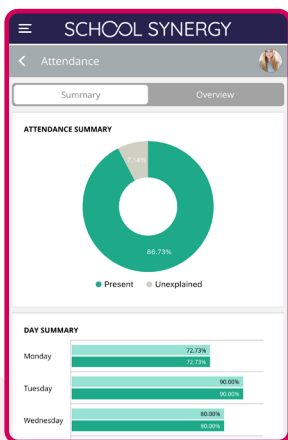
**Timetable**
View your child's school timetable.

**School Calendar**
Keep up to date with school events.

**Parent Letters**
View electronic versions of school letters.

**Communication**
A record of all communication with school – all texts and emails, including replies.

**Attendance**
See your child's recent and historical attendance.

**Behaviour & Achievements**
View information on achievements and success along with areas for improvement.

**Class Work**
View materials and resources shared with students in lessons.

**Homework & Assignments**
Clearly see what is due and when. View details, instructions and files. Check grades of homework submitted.
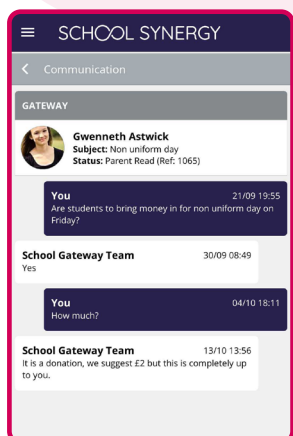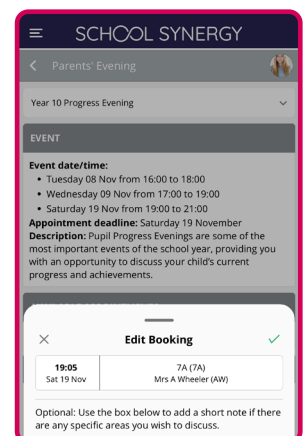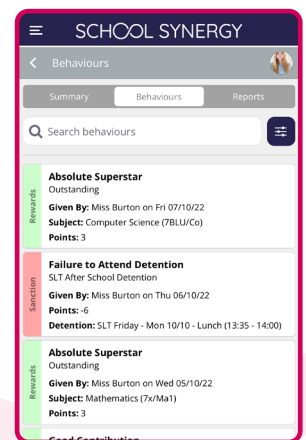
**Parents' Evening**
Book appointments for parents' evenings and other school events.

**Documents**
View and download documents such as progress reports or results.

**Clubs and Societies**
View enrichment and extracurricular activities available and your child's attendance.
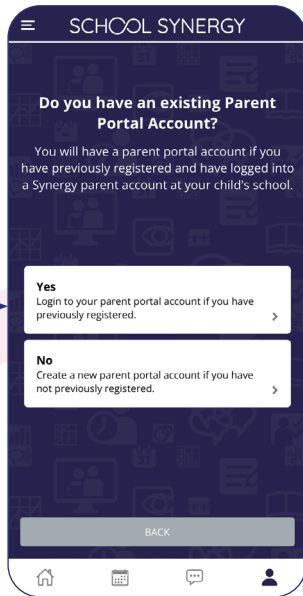
# SCH∞L SYNERGY

**Download the Synergy Parent App** → **Register and verify your device using your mobile number** → **Do you already have a Parent Portal account?**

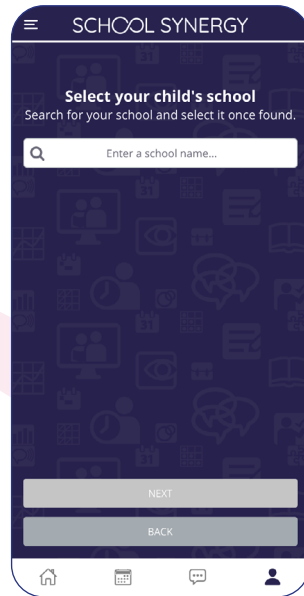**Yes**   **No**

## Yes! I already have a Parent Portal account.



**Do you have an existing Parent Portal Account?**
You will have a parent portal account if you have previously registered and have logged into a Synergy parent account at your child's school.

**Yes**
Login to your parent portal account if you have previously registered. >

**No**
Create a new parent portal account if you have not previously registered. >

BACK



**Select your child's school**
Search for your school and select it once found.

🔍 Enter a school name...

NEXT
BACK



**Login to your Parent Portal**
You will have a parent portal account if you have previously registered and have logged into a Synergy parent account at your child's school.

**Email Address ***

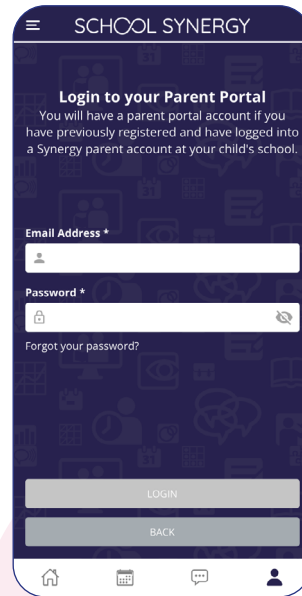**Password ***

Forgot your password?

LOGIN
BACK

**1 Great! Let's log in.** When asked if you have an account, select Yes.

**2** Start typing your child's school name or postcode. Select the school from the list.
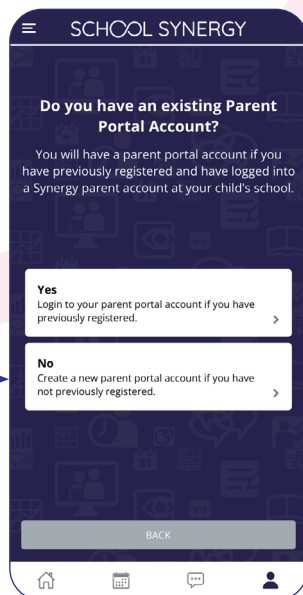
**3** Fill in your Parent Portal log in details as you would on the web and click log in. You are now logged in!
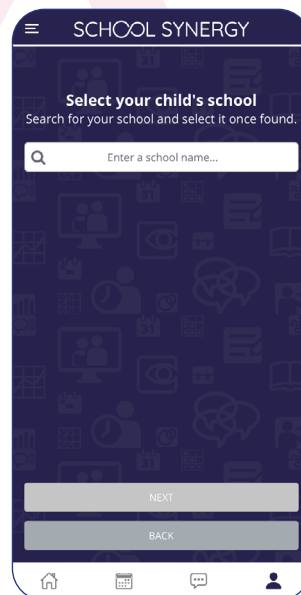
## No. I do not have a Parent Portal account.

**To register, you'll need a Student Code**

These are unique to you and your child and cannot be shared. Each parent or carer must have their own registration letter given by school.
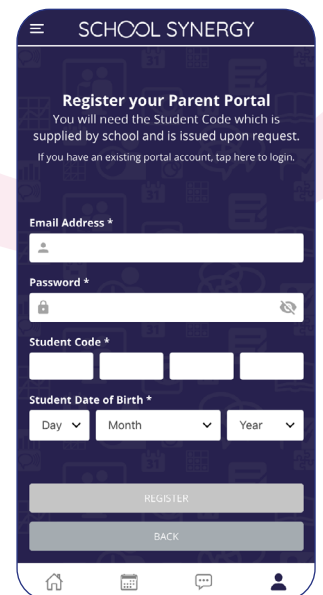
Contact school if you have not been issued with a code or would like a family member to have access.

**GET IT ON Google Play**

**Download on the App Store**



**Do you have an existing Parent Portal Account?**
You will have a parent portal account if you have previously registered and have logged into a Synergy parent account at your child's school.

**Yes**
Login to your parent portal account if you have previously registered. >

**No**
Create a new parent portal account if you have not previously registered. >

BACK



**Select your child's school**
Search for your school and select it once found.

🔍 Enter a school name...

NEXT
BACK



**Register your Parent Portal**
You will need the Student Code which is supplied by school and is issued upon request.
If you have an existing portal account, tap here to login.

**Email Address ***

**Password ***

**Student Code ***

**Student Date of Birth ***
Day   Month   Year

REGISTER
BACK

**1 No problem, let's register.** When asked if you have an account, select No.

**2** Start typing your child's school name or postcode. Select the school from the list.

**3** FIll in your details and your child's code to register. You are now logged in!

Doing the right thing... *Making a difference*

# Parent Portal – how to register using the web portal (website)

You can use either the App or the web portal to register and access your account.

School will have sent you a letter with a unique student registration code for each child.

These are unique to you and your child and cannot be shared. Each parent or carer must have their own registration letter given by school.

Contact school if you have not been issued with a code or would like a family member to have access.

*Example registration code from school*

| Parent/Carer: | Mrs M Amoso |
|---|---|
| Student: | Rosanna Amoso |
| Form: | 10F |
| Student Code: | 5377D-50-B8CB9-22 |

**1** Follow the School Synergy link from the school website or copy from the school letter, and click 'Register Parent Account'.
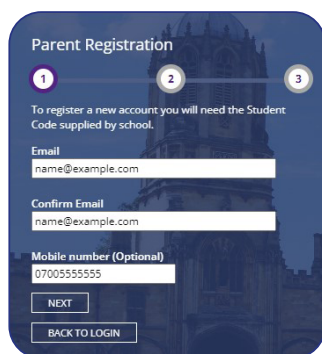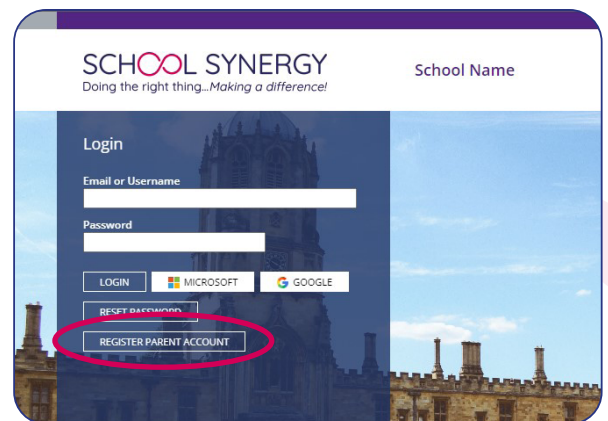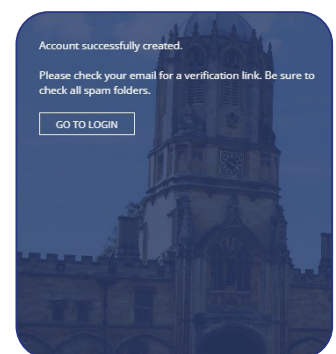
**2** Add your email and mobile number (optional). Click 'Next'.
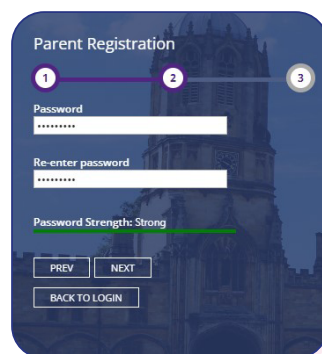
**3** Add a secure, unique password. We recommend using a mix of upper, lower case and special characters. Click 'Next'.
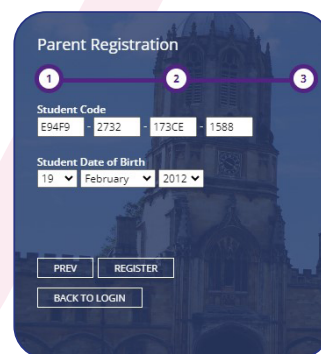
**4** Add the Student Code issued by your school, and your child's date of birth, Click 'Register'.

**5** Click the activation and verification link sent to your email. Check your spam folder if not received within a few minutes.

https://schoolname.schoolsynergy.co.uk
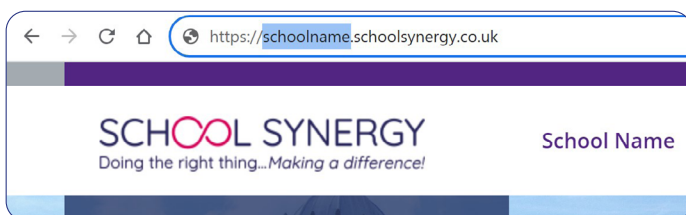
## What's the difference between using the Parent Portal App and the web portal?

When using the web portal, the website you use is linked to the specific school and only the children that attend that school will be attached to your account. Using the App you can connect children from any school using Synergy and all will be attached to your Portal account.
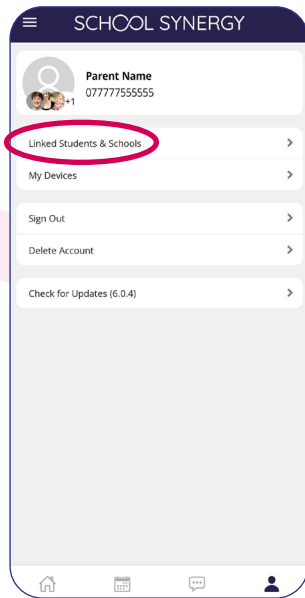
# SCHOOL SYNERGY

## Adding more children to your account

If you have more than one child at school, they can be added to your Parent Portal account. You do not need to register again.
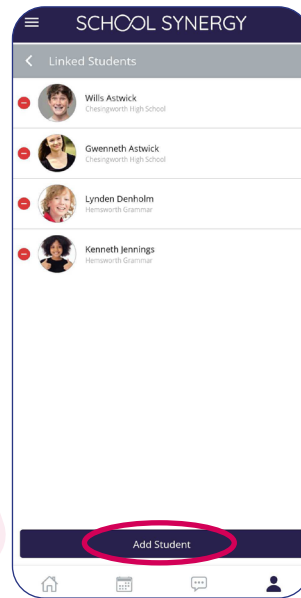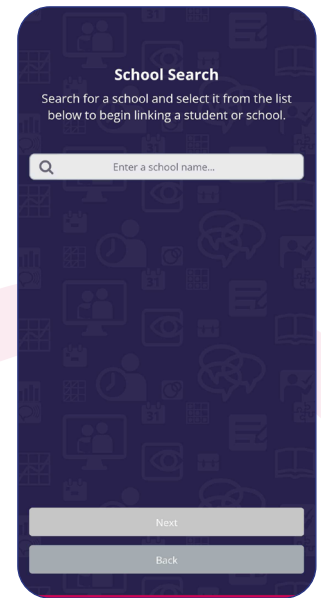
## Parent Portal App
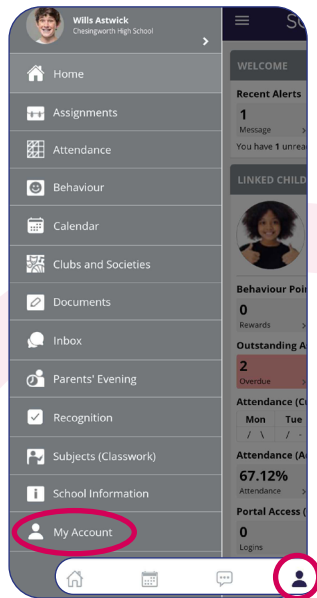


**1** Open the App and tap the 👤 icon on the bottom right, or from the side menu, tap 'My Account'.

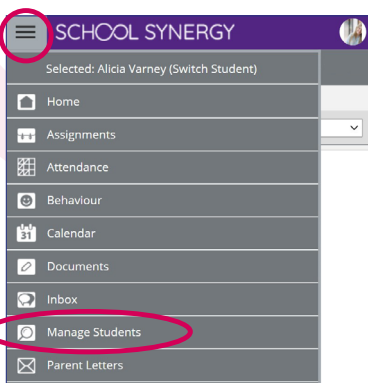**2** Tap 'Linked Students & Schools'.

**3** All children currently linked are listed. Tap the 'Add Student' button at the bottom of the screen.
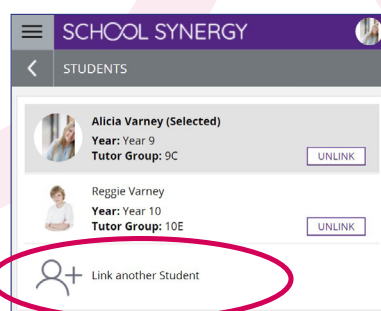
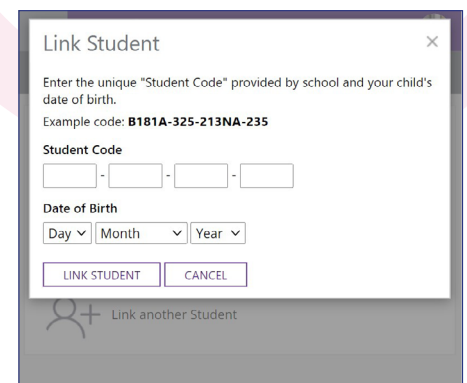**4** Select your child's school from the list, then add their Student Code and date of birth.

## Parent Portal web portal (website)



**1** Log into the Portal, open the side menu and click 'Manage Students'.

**2** Click 'Link another student'.

**3** Use the Student Code from your school registration letter and their date of birth.

Take a 2 minute tour of the Parent Portal
https://vimeo.com/506028955/89e980e50f
or scan this QR code with your phone