

5th December 2018



Dear Parent / Carer

Insight Parent Portal – Second Parent Accounts

This term we launched Insight, which is our new parent portal. Insight allows you to check and amend your child's information and your own personal information that we hold, view your child's timetable, school reports, parents' evening bookings, exam timetables and, from January 2019, all homework set.

One parent for each child should have received an email from us in September containing a username and password. This will have gone to a parent who, according to our records, lives at the same address as the child. If there are two parents who both live at the same address the email will have gone to the first parent listed in our database who is named as a priority one contact.

We are now launching user accounts for anyone who has parental responsibility for the pupil, whether or not they are at the same address. Where the second parent is not living at the same address they will not have access to the personal data for other contacts relating to the pupil.

In order to create an account for any parent we must be given **a unique email address that is not shared with any other parent**. The system cannot set up two separate accounts with the same email address. If you do not receive an email from us telling you how to access your account please send an email from your own unique email account to postpoint@eatonbank.org stating your name, and your child's/childrens' name(s) and date(s) of birth.

Once you have accessed your account, you can toggle between children by clicking on their name in the top left hand corner. If one of your children doesn't appear please contact the office so that we can ensure you are correctly linked to all relevant children.

Insight also have an app, which is available for download from the Apple store or Google Play. To use the app you will need to press the cog symbol and enter the web address <http://parents.eatonbank.org> before entering your newly issued username and password into the relevant fields.

E. L. Whitehurst

Mrs Liz Whitehurst
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