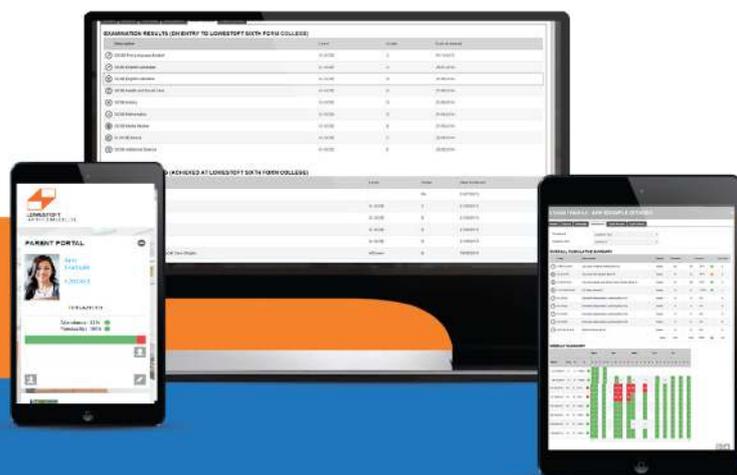


# PARENT PORTAL

Stay up to date with information  
about your son / daughter's  
progress and all the latest  
college news.

-  **Timetable**
-  **Attendance**
-  **Punctuality**
-  **Achievements**
-  **And more...**



# WELCOME

## Welcome to Lowestoft Sixth Form College's Parent Portal.

The Parent Portal provides parent's, guardians and carers of our students access to information about their sons and daughters, including their timetable and attendance information.

Parent Portal is actively being developed and new features will be added in the future.

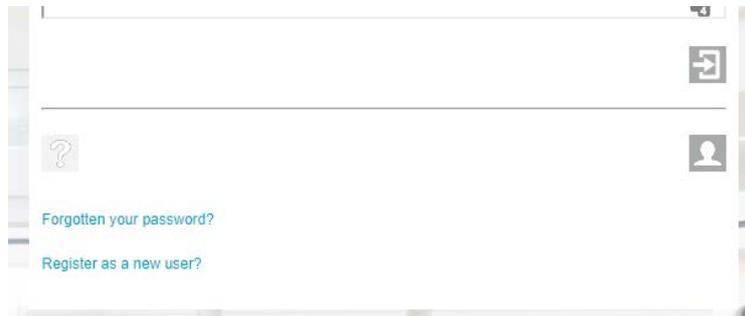
It is important that you check the available information and attendance data regularly to help enable us to support your son or daughter to progress, achieve and exceed their potential.



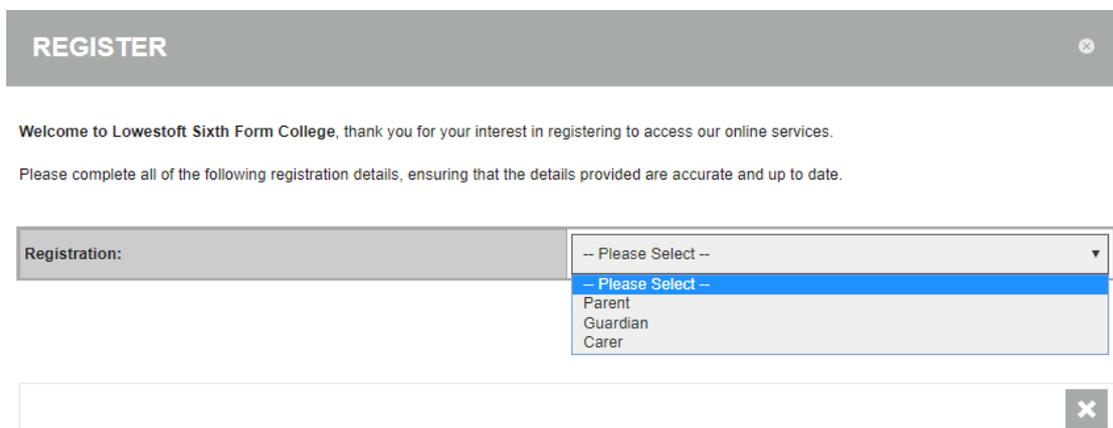
If you have any questions or need support in using the Parent Portal please feel free to email [ParentPortal@lowestoftsfc.ac.uk](mailto:ParentPortal@lowestoftsfc.ac.uk)

# HOW TO SIGN UP

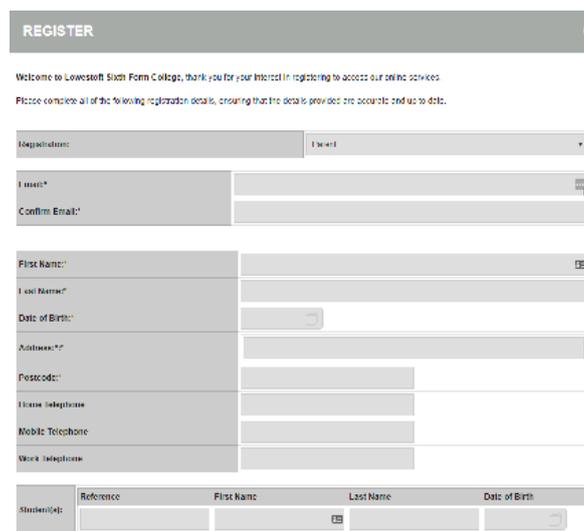
To sign up for parent portal all you need to do is visit the Parent Portal website [parents.lowestoftsfc.ac.uk](https://parents.lowestoftsfc.ac.uk)



Select 'Register as a new user'

A screenshot of a web browser showing the 'REGISTER' form. The form has a grey header with the word 'REGISTER' and a close button. Below the header, there is a welcome message and a note to complete registration details. The main part of the form is a table with a 'Registration:' label and a dropdown menu. The dropdown menu is open, showing options: '-- Please Select --', 'Parent', 'Guardian', and 'Carer'. Below the dropdown menu, there is a text input field and a close button.

On the window that pops up, use the drop down to specify if you are the student's Parent, Guardian or Carer.

A screenshot of a web browser showing the 'REGISTER' form. The form has a grey header with the word 'REGISTER' and a close button. Below the header, there is a welcome message and a note to complete registration details. The main part of the form is a table with various input fields. The fields are: 'Email\*', 'Confirm Email\*', 'First Name\*', 'Last Name\*', 'Date of Birth\*', 'Postcode\*', 'Home Telephone', 'Mobile Telephone', and 'Work Telephone'. At the bottom of the form, there is a table with columns: 'Student ID', 'Reference', 'First Name', 'Last Name', and 'Date of Birth'. The 'Student ID' field is highlighted.

Please complete the form that appears. **It is important that you carefully and accurately enter your son or daughter's Student ID number.** This can be found on their Student ID card. Once your data has been submitted and the information provided has been checked, you will receive an email to confirm your account is active. This can take up to 72 hours.

# DASHBOARD OVERVIEW

Once you have received your details to access your personal Parent Portal dashboard, it can be accessed by going to [parents.lowestoftsfc.ac.uk](https://parents.lowestoftsfc.ac.uk).

Once logged in you will see the screen below, the dashboard homepage.

The screenshot shows the Parent Portal dashboard homepage. At the top left is the Lowestoft Sixth Form College logo. To the right are navigation links for 'INTRANET', 'NEWS', and 'MOODLE'. A user profile for 'ANDREW XAMPLE' is visible in the top right. The main content area is divided into three columns. The left column, 'PARENT PORTAL', lists students with a red circle '1' highlighting the first student 'Anne Xample'. The middle column, 'YOUR DAILY NEWS', features a social media promotion with a red circle '2' highlighting the text. The right column, 'CALENDAR', shows a calendar for September 2017 with a red circle '3' highlighting the date '12/09/2017'. At the bottom left is a 'QUICK LINKS' section with links to 'College Web Site', 'Moodle', and 'ALIS Survey'.

1. The left panel shows a list of any students you have access to. You can click on their name or photo to be taken to their student profile.

2. The middle panel features the latest college news and important information. This is updated daily, in addition to this you can also visit our social media accounts for frequent news and updates.

3. The college calendar on the right panel is updated regularly and contains key dates such as term times and consultation evenings.



# STUDENT PROFILE - DETAILS

STUDENT PROFILE -

Details Classes Timetable Attendance Exam Results Exam Entries



Progress: 0

Name: [REDACTED]

Gender: [REDACTED]

Date Of Birth: [REDACTED]

Age: [REDACTED]

Address: [REDACTED]

Ethnicity: [REDACTED]

Home Telephone: [REDACTED]

Mobile Telephone: [REDACTED]

Email: [REDACTED]

College Email: [REDACTED]

Learner ALIS Score: [REDACTED]

Tutor Group: [REDACTED]

Tutor Name(s): [REDACTED]

Director: [REDACTED]

Student Reference: [REDACTED]

Student Type: [REDACTED]

UCI Number: [REDACTED]

ULN: [REDACTED]

Date Of Admission: [REDACTED]

School: [REDACTED]



By clicking on your son or daughter's photo a window will load containing their personal profile.

This profile contains information on the details we hold about them, the courses they are enrolled on, their college timetable, attendance, exam results on entry to the college and exams they are entered for.

Each of these sections can be accessed by clicking on the tabs along the top of the profile.

The student profile page gives you some additional information about your son or daughter such as their SAM (Student Achievement Mentor) and their college email address. If you notice that any information such as next of kin is out of date please contact student services ([StudentServices@lowestoftsfc.ac.uk](mailto:StudentServices@lowestoftsfc.ac.uk)) who will be happy to help amend this information.



# STUDENT PROFILE - CLASSES

The classes tab gives you a list of the courses your son or daughter is currently enrolled on at college.

Details	Classes	Timetable	Attendance	Exam Results	Exam Entries			
Description	Code	Level	Block	Start Date	Expected End Date	Aim Code	Terms	Status
BTEC Sport Level 3 Year 1 Group 1	SPT/B36117/1	BTEC Level 3 Subsidiary Diploma	AC	06/09/2017	13/07/2018	50067539	3	Active
Directed Independent Learning Block B4	DIL17/B4	Timetabling	B	06/09/2017			3	Active
Directed Independent Learning Block D1	DIL17/D1	Timetabling	D	06/09/2017			3	Active
Directed Independent Learning Block D2	DIL17/D2	Timetabling	D	06/09/2017			3	Active
Directed Independent Learning Block D3	DIL17/D3	Timetabling	D	06/09/2017			3	Active
GCSE English Block F	ENG/GC17/F	GCSE	F	06/09/2017	13/07/2018	60145055	3	Active
GCSE Mathematics Block B	MAT/GC17/B	GCSE	B	06/09/2017	13/07/2018	50079165	3	Active
GCSE Media Block E	MED/GC17/E	GCSE	E	06/09/2017	13/07/2018	5004414X	3	Active

# STUDENT PROFILE - TIMETABLE

The timetable tab gives you an overview of your son or daughter's timetable of study for the current academic year.

Details	Classes	Timetable	Attendance	Exam Results	Exam Entries
Period	Mon	Tue	Wed	Thu	Fri
Period 1	SPT/B36117/1 R333 (MPag)	SPT/B36117/1 R334 (DH)	ENG/GC17/F R240 (JL)	MED/GC17/E R236 (ND)	
Period 2	MAT/GC17/B R105 (KM)	SPT/B36117/1 R334 (DH)	MED/GC17/E R236 (ND)	DIL17/D3 -	DIL17/B4 -
Period 3	SPT/B36117/1 R334 (DH)		SPT/B36117/1 R333 (MPag)	MAT/GC17/B R105 (KM)	SPT/B36117/1 R334 (DH)
Period 4	DIL17/D1 -	MAT/GC17/B R105 (KM)	SPT/B36117/1 R333 (MPag)	ENG/GC17/F R238 (JL)	MED/GC17/E R236 (ND)
Period 5	MED/GC17/E R236 (ND)	DIL17/D2 -		SPT/B36117/1 R334 (MPag)	ENG/GC17/F R239 (JL)





# STUDENT PROFILE - EXAM RESULTS

The exam results tab gives you a summary of exam results on entry to the college and results attained while at college.

Details	Classes	Timetable	Attendance	Exam Results	Exam Entries
<b>EXAMINATION RESULTS (ON ENTRY TO LOWESTOFT SIXTH FORM COLLEGE)</b>					
Description	Level	Grade	Date Achieved		
GCSE Additional Science	G- GCSE	B	25/08/2016		
GCSE Catering	G- GCSE	B	25/08/2016		
GCSE English Literature	G- GCSE	B	25/08/2016		
GCSE Mathematics	G- GCSE	B	25/08/2016		
GCSE Physical Education	G- GCSE	B	25/08/2016		
GCSE Science	G- GCSE	B	25/08/2016		
IGCSE First Language English	G- GCSE	B	25/08/2016		
OCR Entry level in Physical Education Entry 3		Pass	25/08/2016		



# STUDENT PROFILE - EXAM ENTRIES

The exam entries tab shows a summary of any exams your son or daughter is entered for, with details such as the exam date and start time.

Details	Classes	Timetable	Attendance	Exam Results	Exam Entries						
Board	Exam Code	Exam Name	Date	Start	End	Exam Type	Occurrence				
Ⓢ EDEXCEL BTEC	20657C	FITNESS TESTING FOR SPORT AND EXERCISE	-			BTEC Level 3 Certificate	09/2016				
Ⓢ EDEXCEL BTEC	21030C	PRINCIPLES OF ANATOMY & PHYSIOLOGY IN SPORT	-			BTEC Level 3 Certificate	09/2016				
Ⓢ EDEXCEL BTEC	21032C	ASSESSING RISK IN SPORT	-			BTEC Level 3 Certificate	09/2016				
Ⓢ EDEXCEL BTEC	21045B	PRINCIPLES & PRACTICES IN OUTDOOR ADVENTURE	-			BTEC Level 3 Certificate	09/2016				
Ⓢ EDEXCEL BTEC	21031C	THE PHYSIOLOGY OF FITNESS	-			BTEC Level 3 Certificate	09/2016				
Ⓢ EDEXCEL BTEC	20652C	ANATOMY FOR SPORT AND EXERCISE	-			BTEC Level 3 Certificate	09/2016				
Ⓢ EDEXCEL BTEC	20653C	SPORT AND EXERCISE PHYSIOLOGY	-			BTEC Level 3 Certificate	09/2016				
Ⓢ EDEXCEL BTEC	20654C	SPORT AND EXERCISE PSYCHOLOGY	-			BTEC Level 3 Certificate	09/2016				
Ⓢ EDEXCEL GCSE	1MA0 2F	CALCULATOR (F)	-			GCSE	6G/2016				
Ⓢ EDEXCEL GCSE	1MA0 1F	NON CALCULATOR (F)	-			GCSE	6G/2016				
Ⓢ WJEC GCSE	C700U30-1	Eng Lang Component 3 Spoken Lang	-			GCSE	6G/2017				
Ⓢ L6FC MOCK	G/ENG	GCSE ENGLISH	04/01/2017	11:15	13:00		1B/2017				
Ⓢ EDEXCEL GCSE	1MA0 1F	NON CALCULATOR (F)	25/05/2017	09:00	10:45	GCSE	6G/2017				
Ⓢ WJEC GCSE	C700U10-1	Eng Lang Component 1 20th Cent Lit	06/06/2017	09:00	10:45	GCSE	6G/2017				
Ⓢ EDEXCEL GCSE	1MA0 2F	CALCULATOR (F)	08/06/2017	09:00	10:45	GCSE	6G/2017				
Ⓢ WJEC GCSE	C700U20-1	Eng Lang Component 2 NonFiction	12/06/2017	09:00	11:00	GCSE	6G/2017				



# STUDENT ACHIEVEMENT MENTORS



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Celebrating 6 Years  
Of Success.

## OUR MISSION

TO ENABLE OUR  
STUDENTS TO  
EXCEL AND  
PROGRESS  
BEYOND  
EXPECTATIONS IN  
AN OUTSTANDING  
LEARNING  
ENVIRONMENT IN  
THE HEART OF  
LOWESTOFT.

# #STANDOUT FUTURES

LOWESTOFT SIXTH FORM COLLEGE