

Parents and carers ICT Handbook



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This book contains a number of web links. If you are reading a printed version please go to parent section of the school website and download the full version to your computer or mobile device.

If you would like to register for any of the following services please email your name and your students name along with your email address to info@fbaok.co.uk



Registering

You will be sent a verification message to the email address that you have given to the school. Once you receive it select 'Register'.

Hello test2. The Frances Bardsley Academy for Girls have invited you to use ParentMail.

Click the link below to register for your ParentMail account.

Register

Now enter your name, email address, mobile number and then create a password.

You can now use your email address and password to login to Parent Mail.

name@email.com

.....|

Keep me logged in for:

1 hour ▼

[Forgot my Password](#)

Login

Enter your Email address and Password that you have created. Now select 'The Frances Bardsley Academy for Girls' for your messages.

My Connections

To launch your connection, please select it below.

 Message Feed
Your personal overview on your account

 The Frances Bardsley Academy for Girls 

You are now logged into parent mail and can start to access any messages you have been sent.

 Email 5

Email messages will also be sent automatically to your inbox.

Click on the email icon to open all messages that have been sent to you.

Walk Me Thru

If you get stuck at any point click the 'Walk Me Thru' button.

To get the App

If you have an Android or iOS device we recommend you use the FREE Parent Mail app. It will give you instant notification for messages and you can also use it to report student absences.

[Click here](#) to download the iOS App



[Click here](#) to download the Android App



- Messages will get to you reliably and on time.
- Instant notifications on your phone
- Quick access – no need to login when using the app
- We can send messages directly to parents and carers at the same time.
- iPhone and Android Apps available for parents on the go.
- Report student absences from the app – Quickly report to the school any illnesses or other unexpected reason to explain why a student will not be attending. This will save you time as you won't have to phone the school to report absences.

[Please click here for parent Mail FAQs](#)



How to register

You will receive a letter that has your logon details for Parent Pay. You will need to create an account and attach a debit or credit card so that you can make payments.

How to use Parent Pay

When you first login you will see the following screen

The screenshot shows the ParentPay website dashboard. At the top, there is a navigation bar with the ParentPay logo, a user profile icon, and a basket showing £0.00. Below the navigation bar, there is a sidebar with various links like 'Go to homepage', 'Pay for items', 'Make bookings', etc. The main content area features an 'IMPORTANT NOTICE' about system maintenance, a table of 'Items due for payment' with columns for due date, item description, name, and amount, and a 'Lunch meal activity' table with columns for date, taken status, details, and amount. There are also buttons for 'Pay for more items' and 'Checkout'.

Due date	Item description	Name	Amount	
03 Oct 2014	Year 11 Prom 2015 - Orsett Hall, To Pay: £38.00	Christine	£38.00	Add to basket
-	1) Catering payments for The Frances Bardsley Academy for Girls', Bal: £9.10	Christine	£10.00	Add to basket
-	Charity Donation - Smalls for All	Christine	£0.01	Add to basket

Date	Taken	Details	Amount
15 Jul 2015	✗	Lunch	
14 Jul 2015	✗	Lunch	
13 Jul 2015	✗	Lunch	
10 Jul 2015	✓	Cake	

You can select the items you wish to purchase by clicking the 'Add to basket' button.

When you have added all the items you want select 'Checkout'

Your basket

Your basket contains 1 item and comes to a total of £0.01. Pay securely now

Item description	Name	Amount	
Charity Donation - Smalls for All - Charity Donation - Smalls for All please choose your own donation amount to enter in the payment box. Provided by: The Frances Bardsley Academy for Girls	Christine	£0.01	Remove Edit

Total cost £0.01

Pay for more items Empty basket Pay securely now

You will now see the basket where you can check your order and delete any items you might have added by mistake. When you are ready to pay select 'Pay securely now'.

  Secure checkout

1 Payment information **2** Review and confirm payment **3** Receipt

Your payment information
Select a stored card and enter the security code or pay with a new card.

Type	Nickname	Card number	Cardholder name	Select
VISA	NATIONWIDE	██████████	██████████	<input type="radio"/>

Security code

[Get help with this?](#)

What happens next?
This is step 1 of 3. On the next page you can review your basket. We will not process your payment until you click 'confirm your payment' on the next page.

Edit card / Use different card Review and confirm payment

Cancel and return to your basket

You can now add or edit your card details. When you are ready to pay select 'Review and confirm payment'

Please see the following guide for more information on how to use Parent Pay.

[Payer Guidance – User Guide for Parents](#)

Data Sharing

Parent Pay will not share any of you data with third party vendors unless agreed by the school. The only company that we have agreed to share data between is Parent Pay and our cashless catering system. For more information please read Parent Pays data sharing agreement.

[Data Sharing Agreement for Cashless Schools](#)



How students register

Students will need to get their thumb prints scanned so that they can use cashless catering. This will be done at the start of term or whenever a new student joins us. We do not store an image of the thumb print; it scans the thumb and then generates a unique code that is associated with the student.

Top up using parent pay

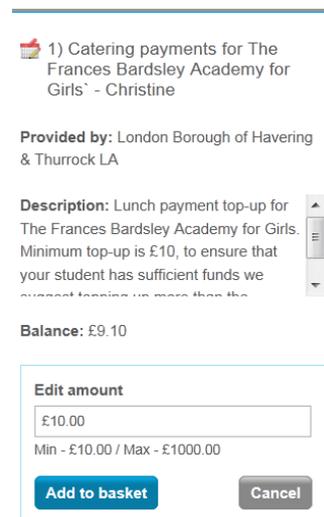
You can top up a student's account via parent pay. There is a minimum amount of £10 that you can add. Please note funds can take up to 24 hours to process so and be added to your account.

Login to parent pay and then find in the menu 'Catering Payments for The Frances Bardsley Academy for Girls'



Click 'Add to basket'

You can now edit the amount that you would like to add to the account. When you have set the amount select 'Add to basket'. Now pay for it in the normal way.



How to register

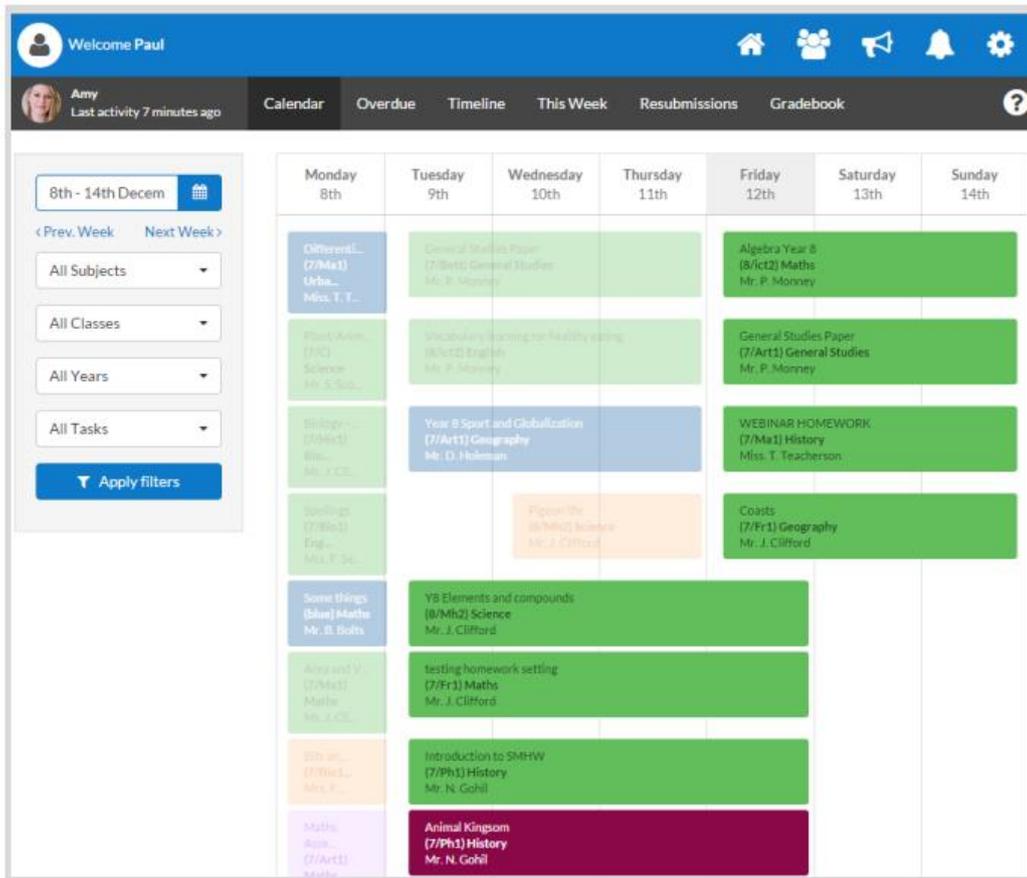
Students will be given a letter that has a registration PIN for their student account and parent accounts. Each parent can have their own Show My Homework account.

Go to the following site <https://showmyhomework.co.uk/pin> and enter your PIN. You will then be asked to enter your details and create an account.

Check what homework has been set

The calendar is the most basic and most important way to keep track of a child's homework. It will show all of the student's homework including class, due date and teacher who set it.

Once you log in, or press the home icon, you will be taken to a screen showing the profiles of your child or children. Please just click on the View Calendar button to be taken to that student's specific calendar.



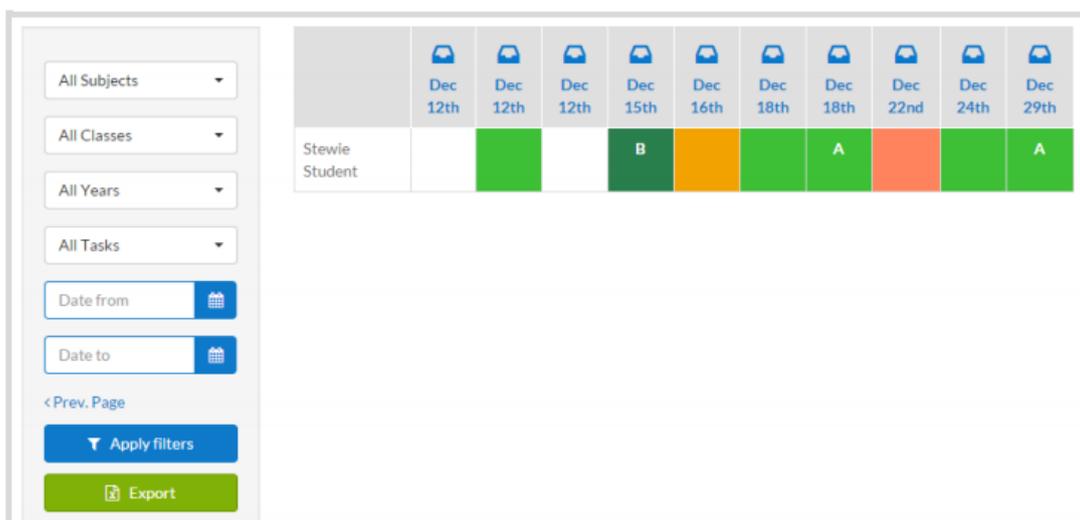
Each assignment will be represented by a bar, the beginning being the start date for an assignment and the end is the due date.

The colour of the bar represents the type of homework, green being a regular homework assignment. For a full list of the colours and their meanings, please just click on the task filter on the left side of the page.

If you want to change weeks, just press Prev Week or Next Week accordingly. For full details about a homework, just click the bar and select View Details.

The Grade book is how you can see the grade, submission status, and any teacher comments for a child's homework.

Once you log in, or press the home icon, you will be taken to a screen showing the profiles of your child or children. Please just click on the See grade book button to view the grade book for that specific student.



Assignments are organised by their due dates. For more information about the assignment, please click on the due date and click View Details.

The colour of each box represents a submission status. A key for the colours and their meanings is located directly beneath the filters.

If a grade has been entered, it will appear in the box for the assignment. If any comments have been added, just hover over the box for the assignment and they simply pop up.

Get the App

[Click here](#) to download the iOS App



[Click here](#) to download the Android App



For more information please or to find out how to use the SMHW App please see the [SMHW help section](#).



Office 365

Office 365 offers a FREE online version of office to all students. This includes Word, Excel, Power Point and Outlook. You can also use OneDrive as cloud storage.

Office 365 can be used to collaborate on work as well as submit work to a teacher.

Setting up Office 365

To access Office365 you need to click the link on the school website

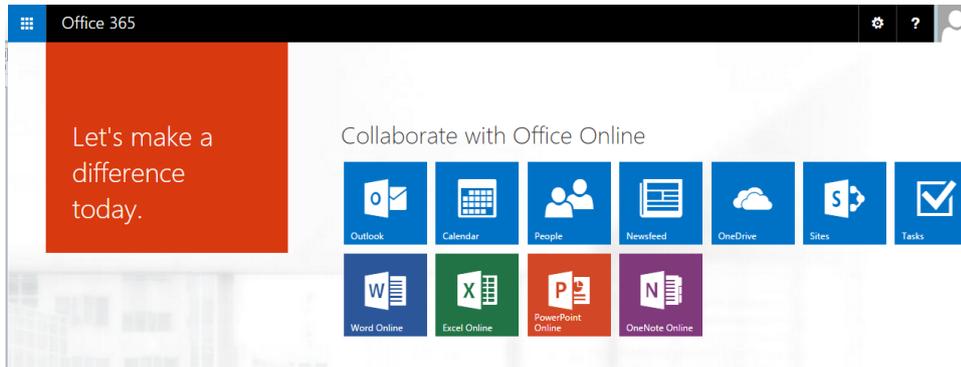
You will then need to enter your USO (.311) username and password



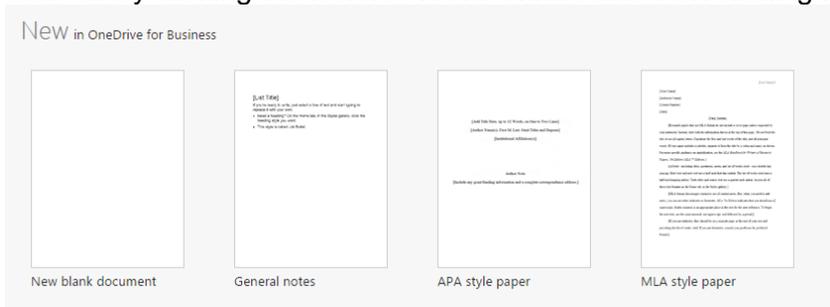
Username: (e.g. *jsmith.123*)

Password:

When you first login you will see the icons for all of your available software.



Start off by clicking the icon for **Word online** and then clicking **New Blank Document**.



You will then see the following message. You need to click on **Go to OneDrive for Business** and then click **Next**.

Sorry, we couldn't create your new document

You can try again in a few minutes or go to OneDrive for Business now.



You have now setup Office 365 and can use any of the software on there.

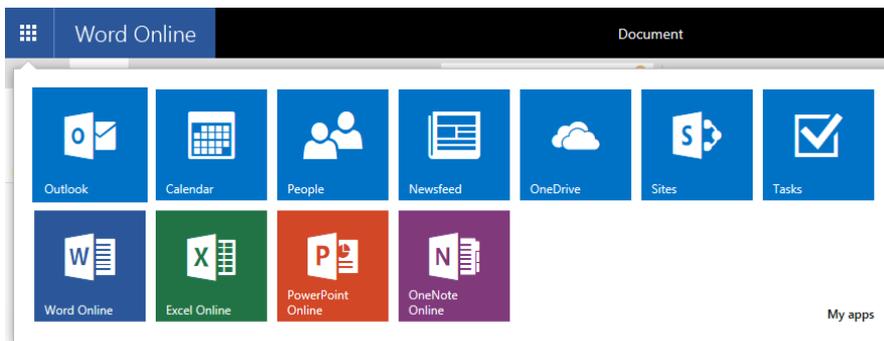
The Basics of office 365

The Basics of Office 365

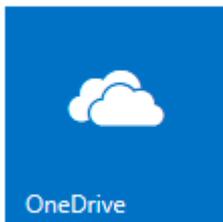


When you first login after setting up your account you will see a list of all of the software that you can use. To launch it simply click on the icon for the program you want to use.

To switch between applications click the grid icon at the top right of the page and then select what you want to launch.

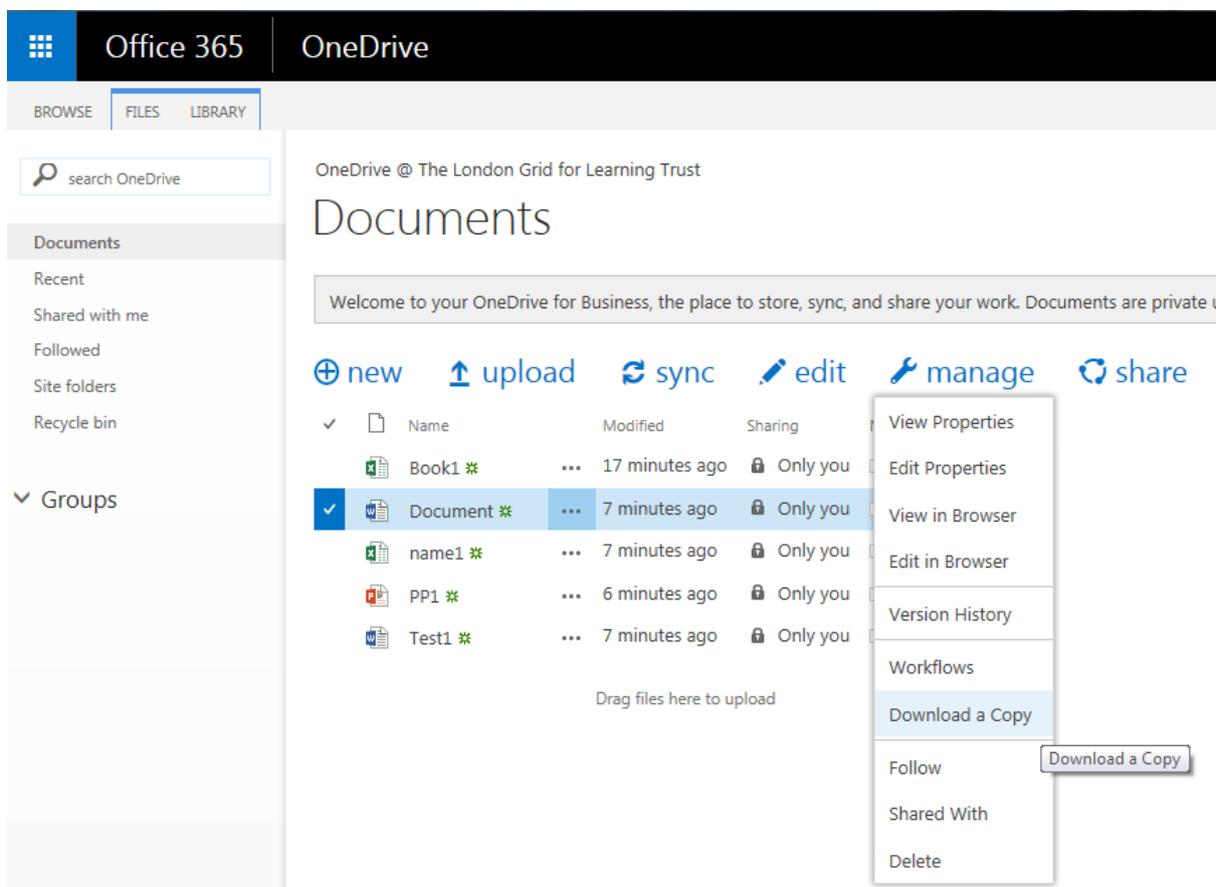


When working on documents, spread sheets or power points Office 365 automatically saves the work for you. All of you files are stored in your online cloud storage called **One Drive**.



Click on the **One Drive** icon to manage files. Here you can edit or delete files as well as upload any existing documents that you have.

If you are collaborating on a file with more than one person you can also see who modified it last.

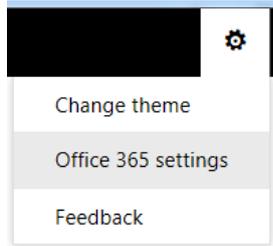


To manage your files, tick the file you want to change and then click **manage**.

You can use this to download the file to your device or delete files you no longer need. When you delete a file it goes to the **Recycle Bin**.

If you click on a file it will open it up automatically.

You can choose to share a document with another user providing you know their username. This will let multiple people work together on a single piece of work.



If you go to the settings option you can the following items:

- Available software
- Themes
- Start page
- Notification

From here you can also get compatible apps for mobile devices.

School Website – fbaok.co.uk

Our new website is the main source of information for anything that is happening in school. We publish links to letters and reports that the school sends out and has quick links to all of our resources. Our calendar has all of the important school dates on it and information about upcoming events.

The new site is split into two sections. The main part of the site has details about the school and why we think people should choose FBA and what makes us unique. It also has information about the school, such as calendars, dates, policies, reports, vacancies and general information about the school. Curriculum details, sixth form information and our news sections are also on there.

The 'My FBA' has pages that have been customised for staff, students and parents. If you add our site to your favourites I will recommend adding this page as it will contain all of the relevant information you need.

<http://www.fbaok.co.uk/parents-and-carers>

Here you can quickly link through to our parent mail, parent pay and show my homework pages. The news section only shows news that is relevant to parents and we have also added links to pages that offer information and support for parents.

On the left hand side of the page there are a number of downloads including letters, homework timetables and useful forms.

We have an alert box on the page that will display important information such as school closures, emergency information and updates on school trips.



We have a public twitter account that you can follow for all of the latest news and updates regarding The Frances Bardsley Academy. We will display important information about school closures and trips to twitter.

Our twitter name is:

fba_official



A screenshot of a Twitter profile card for Frances Bardsley Academy. The top part of the card features a photograph of several students in green school uniforms walking outdoors. Below the photo is a white profile picture placeholder containing the FBA crest, which is a purple shield with a gold border and the letters "FBA" in white. To the right of the profile picture, the name "Frances Bardsley" is displayed in a bold, black, sans-serif font, with the handle "@fba_official" underneath it in a smaller, regular font. At the bottom of the card, there are three columns of statistics: "TWEETS" with the value "259", "FOLLOWING" with the value "59", and "FOLLOWERS" with the value "471". The numbers are in a larger, bold, purple font.

TWEETS	FOLLOWING	FOLLOWERS
259	59	471