



# Sacred Heart High School

# INSIGHT GETTING STARTED



Sacred Heart Catholic High School is part of the Bishop Bewick Catholic Education Trust.  
A company limited by guarantee registered in England & Wales under company registration number 7841435.  
Registered office: Fenham Hall Drive, Newcastle upon Tyne, NE4 9YH

## Step 1

Log onto [www.sacredheart-high.org](http://www.sacredheart-high.org)

Click on the PARENTS tab and then click INSIGHT



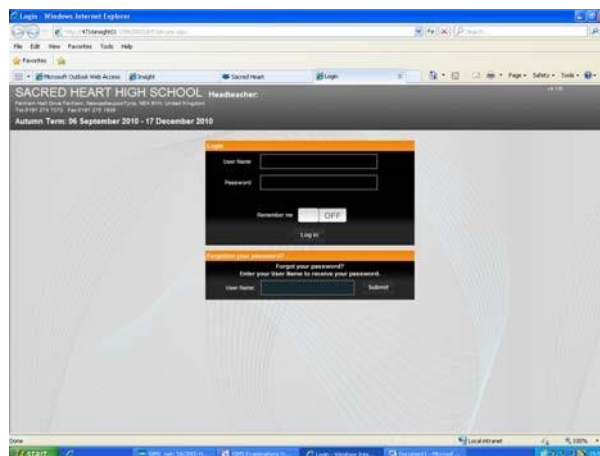
## Step 2

Open your home email

## Step 3

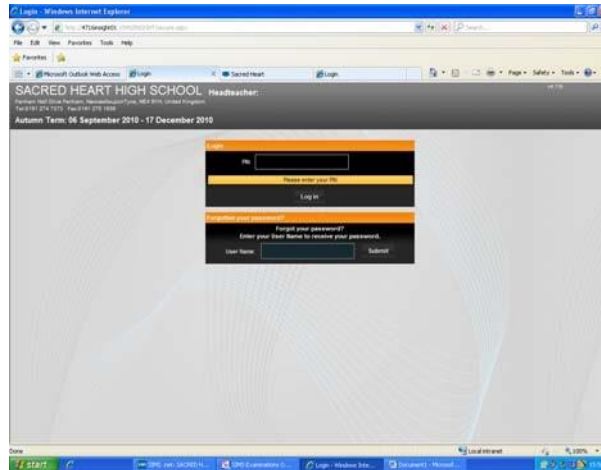
Enter your username and password

Click Logon



## Step 4

You will be asked for a 4 digit PIN number

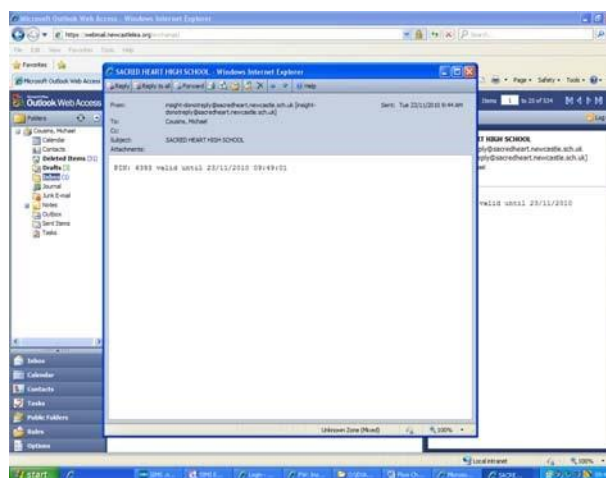


## Step 5

Navigate to your email account and open the email from INSIGHT where you will see your PIN number for this session.

If the email does not appear within 30 seconds you may need to refresh the page or check your junk email box.

The PIN for this session is valid for 5 minutes only and will then expire.

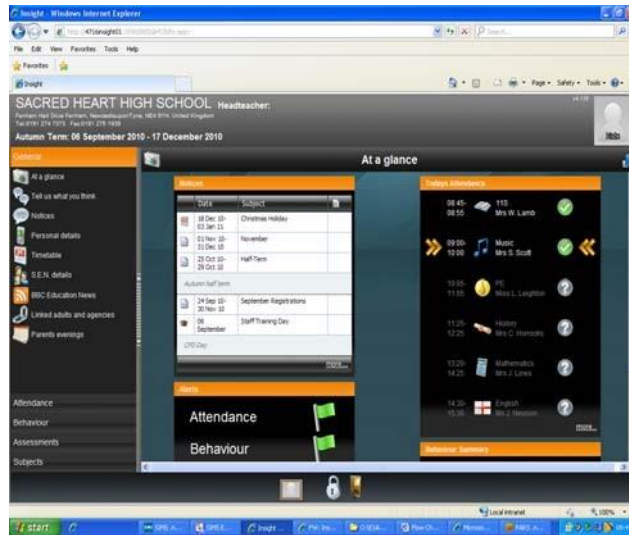


## Step 6

Navigate back to INSIGHT, enter your PIN number and click Logon.

## Step 7

You are now logged on and the page displayed is INSIGHT 'At a Glance' under the General link.



## GENERAL

### **At a Glance**

Displays school notices, today's attendance and behaviour summary.

You can send an email directly to a subject teacher by clicking on their name.

The picture frame displays your daughter's name, if you have more than one daughter at the school then click on the photo frame to switch between children.

Click on the padlock to change your password.

Click on the door to log out – please log out at the end of each session.

## **Tell Us What You Think**

This enables you to contribute to school discussions and development. If you would like to nominate a topic use the miscellaneous section.

## **Notices**

Events taking place during the month. Click on the arrows to view previous/future notices.

## **Personal Details**

Displays details held on school record.

## **Timetable**

View your daughter's timetable for a particular day.

## **S.E.N. Details**

Displays details of Special Educational Needs or subjects your daughter may be particularly gifted or talented in.

## **BBC Education News**

Web links to current educational news items.

## **Linked Adults and Agencies**

Three links are displayed i.e. Academic, Contact and Pastoral

Click on the + next to the '*Academic*' link to view a list of your daughter's subject teachers. You can click on the contact link to send an email directly to the teacher.

The '*Contact*' link displays details of the name/s of contacts for your daughter held on school record.

The '*Pastoral*' link displays your daughter's Head of Progress and Registration Tutor. You can click on the contact link to send them an email.

## **ATTENDANCE**

Some of these comparisons have to compile a lot of data so may take 30 seconds or more to generate.

## **Attendance Summary**

View your daughter's attendance by a session or week by week view. There is also a code and statistical summary. Click on the calendar tab to view month by month summary charts.

### **Attendance Comparison**

This function compares your daughter's attendance to that of her tutor and year group.

### **Attendance Career**

Displays spring, summer and autumn attendance from previous years.

### **Lesson Summary**

View lesson attendance by subject. There is also a code and statistical summary. Click on the calendar tab to view a month by month lesson summary and pie charts.

### **Report Absences**

Report your daughter's absence from school directly via INSIGHT. Click on historical or planned absence then complete the boxes. Click on the Update button to send this information directly to the Attendance Manager.

### **BEHAVIOUR**

### **Merits, Concerns and Detentions**

View you daughter's record for each of the sections including details as to why they were awarded.

### **ASSESSMENTS**

#### **Prior Achievement**

Click on the + button next to the subject to open the link. You can now view any prior achievement held for your daughter e.g. Key Stage 3 Levels.

#### **Examination Entries**

View future exam entries which include exam board, subject code/title, level and exam season.

#### **Examination Results**

View examination results for both units and awarding certification grades.

#### **Examination Timetable**

View the date, time, subject and duration of your daughter's future examinations.

## **SUBJECTS**

### **Progress Report**

View Target Grades and School Reports for all subjects. To view an alternative report click on 'Select Another Report'.

To view Target Grades and School Reports for a particular subject click on the subject link.