

Dear XXXXXXXX

Registration Number: XXXXXXXXX

Registration Password: XXXXXXXXXX

As a new Senior School Parent, we wish to introduce the use of the Parent Portal for receiving all future School Reports released throughout the academic year.

This is a function of our Management Information System to allow you quick and direct access to your child's reports as soon as they become available, as well as other information, such as their timetable.

The address to log on to Parent Portal, which is available anywhere where you have access to the internet is <http://parents.deanclose.org.uk>

You will firstly need to register your account, using your Registration codes, which have been supplied to you above. To do this, click the REGISTER tab on the top left hand side of the Portal Home page.

Once you have successfully registered the account, you can then log on using your username (email address) and password.

Once reports have been released, you will be sent a notification email. You will be able to see your child's current report on the Portal, plus any previous ones, by clicking on School Profile, then Reports. If you have more than one sibling in the School, you can also switch between sibling reports.

If you have any questions you wish to be answered regarding our Parent Portal then please do let us know by return.

In addition to the Parent Portal, iSAMS have launched an iParent app, which is available for both Apple and android devices. This app requires the code "DEAN" to download and access to log onto the app is the same as your Portal account.

Yours sincerely

Heather Daly

School Database Manager