

parentsportal.scot

Dear Parent/Carer

The Scottish Government has developed an online system called Parentsportal. The portal is an area where parents will eventually be able to view information pertinent to their child's schooling, including: school reports, attendance, trip permissions and calendars with more services being added over time. I am delighted to let you know that East Renfrewshire are now at the point where we can invite you to join Parentsportal.

I write to let you know of the services and ask that you undertake the few steps explained in this letter so that you can register with Parentsportal. I would highlight that during the challenging times that the Covid-19 pandemic has brought to us all, this new digital provision will be particularly helpful.

The portal is designed to reduce the requirement of transferring paper via a schoolbag and also reduce paper transactions, which at the moment create challenges over distributing and returning to schools. The portal gives parents online access to a range of school-related services. At the heart of the system is a secure online account accessed through **mygov.scot**, which is referred to as a '**My Account**'.

Initially this new service will introduce basic information about your child's school and will allow you to:-

- view school calendar and events
- view your child's class timetable
- view your child's attendance
- complete the annual data check process electronically (when requested to do so)
- update your own as well as your child's details at any time (**Please note that schools will require address evidence before they will authorise any change**)
- access online school payments without having to login separately to ParentPay
- access your child's report card online (available soon initially for secondary schools)
- move easily between individual children in a family at different schools

Before attempting to register with **myscot** account and Parentsportal I would strongly encourage you to watch the videos on the webpage (url below) as the process, while not complicated, requires multiple steps. In order to link to your child, the data you provide during the sign up process **must** match the most up-to-date data that your child's school holds. To access **parentsportal.scot**, please scan the QR code or click on the link below:-



<https://www.eastrenfrewshire.gov.uk/parentsportal>

On signing up to the portal, you will be able to link to your child and gain access to the above named services which are currently available. The Education Department has an agreed planned roll-out approach to manage adoption of the new service. This will start with secondary schools then primary schools will follow within the next 2 to 3 weeks. Whilst the service is being rolled out first to our secondary schools, if you have a child at both an East Renfrewshire primary and secondary school at this stage you will also be able to link your primary child. Please note your request to enrol your secondary aged child will normally be approved within 5 working days, but it may take longer for this link to be authorised for children at primary since the primary roll-out will take place after secondary schools are complete. Please note that due to other developments that are underway nationally, parentportal.scot is not available to early years learning and childcare establishments at this stage.

If you have any difficulty in linking your child to your account, you should initially email your school, who will resolve the difficulty or pass it to staff within the Education Department.

We hope that **parentportal.scot** and its services will become an integral part of you and your child's school experience.

Yours sincerely,

John Docherty
Head Teacher

Step 1
Create myaccount at Parentsportal.scot
Register with your email and follow instructions on screen.



Step 2
Activate your account by clicking on the link sent to your email



Step 3
Sign in to Parentsportal.scot. Accept terms and conditions and proceed.
Link child by clicking button



Step 4
When you have linked your child(ren) the school will be required to verify your account.