



Insight weblink: <https://insight.george-spencer.com/INSIGHT>

Dear Parent/Guardian,

I am writing to you to explain a few changes you will see this year with regards to data and access to information about your child's performance in school.

Over the last two terms we have been trialing the use of a piece of software called 'Insight.' This has been evaluated by members of our Parents' Forum and modified to cater for the suggestions they made before being rolled out to a number of year groups as a method for booking Parents Evenings. Our intention was to start the new school year with access to Insight for all families. Unfortunately, you may be aware, that we fell victim to a cyber-attack in July and, as a result, much of our data and information systems were frozen. I can reassure you that **none of our data was lost** and the integrity of our systems and security has been evaluated by internationally recognised organisations and was declared to be more than adequate for a school of this size.

The attack has had a major impact on the day to day functioning of the school and the information we hold and our lines of communication. For example the Assessment Point (Scan) data from June and mock exam grades were due to be sent home in July to Year 10 - we were not able to do this as the data is frozen. Your family contact details and information from the data collection forms were held as paper copies but have had to be manually inputted back into our Information Management System (SIMS) over the summer. We are still working through these and *there is a chance that some details are now out of date*. As such, we may not have your up to date email address or home address if you have moved since your last data collection form was completed. We will be following up on this via a further communication after the half term.

'Insight' will provide you with Assessment Point documents (Scans) that will show how your child is progressing overall at four points throughout the year. The 'scans' contain numbers and progress grades that are explained on the document. **We will no longer be producing paper versions of these.** If you require a paper copy you will need to contact school Reception following each Assessment Point. The scans can be found on 'Insight' by clicking the 'subjects' title which will take you to a menu displaying Assessment Point 1. This will be available by the end of this half term for Year 11 and 13 and in the week following half term for all other Year Groups. Further guidance will be uploaded to the website in due course.

In addition to the 'scans' you will be able to see other useful information such as your child's timetable, teachers, attendance and behaviour scores. This will be accessible through mobile devices and computers that are connected to the internet.

In order to log-in to 'Insight' you will need to use the weblink at the top of this letter then enter your **unique identifier code and your password which will be given to your child in school and sent to the email we have on file**. Years 7-10 will write them down during Registration Time whereas Years 12 and 13 can collect them from the Sixth Form Team. Year 11 should see their learning managers before half term to collect them. After logging in you can change your password to something memorable. You can also edit your contact details through 'Insight' following the links to General/Personal details. All changes to details will alert the school and be subject to approval. Help-sheets will be uploaded to our website for additional guidance.

All Parents Evenings and other events requiring an appointment will now be booked through 'Insight' so it is essential that you login as soon as possible to check the system is working. If you are having trouble logging into 'Insight,' please contact the Director of Learning for your child's Year Group or their Learning Manager who will look to remedy the situation for you.

Thank you for your patience as we roll out this system, the process would have been much smoother had it not been for the events that unfolded in July but we are confident that the final product will be worth the perseverance.

Yours Faithfully,

Scott Doyle

Vice Principal