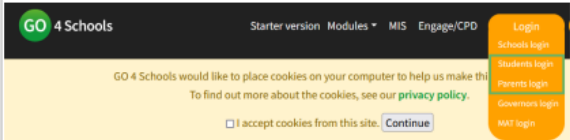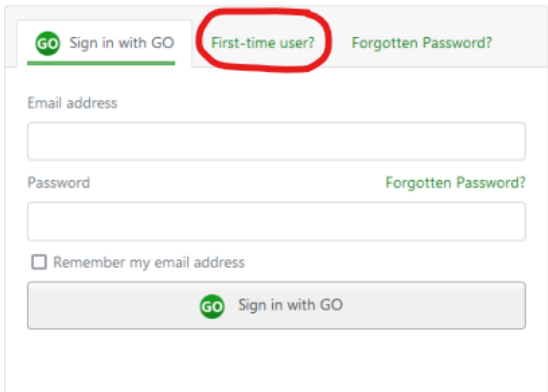Dear parents and carers

The school is now using Go4Schools (a web and app-based programme) to record and communicate the following information:

- Your child's timetable
- Attendance and punctuality, including absence alerts
- House points and rewards
- Behaviour incidents and detentions
- A weekly Friday round-up of all positive and negative behaviour points
- Attainment and reporting data (at reporting intervals)

Please can you sign in to Go4Schools via the website and then download the app at your earliest convenience. **You will not be able to sign into the app until you have signed in as a 'First time user' on the website first.**

Step by step instructions for login for parents and carers:

Access the GO 4 Schools website at **www.go4schools.com** (http://www.go4schools.com) and hover over the **Login menu** to see a list of Portals in GO.

- If you are a student, choose **Student**.
- If you are a parent, choose **Parent**.

Using the Login form, submit your email address and password.

If you are a parent, GO 4 Schools has synced your email from the school (if you've chosen to share it).

If you are a student, the school has shared your email with you.

- If you have not logged in before, choose **First-time user**.
- If you have forgotten your password and need to reset it, choose **Forgotten your Password**.

	Here you must submit your school email address as it is the only one known by GO 4 Schools.
Sign in with GO First-time user? Forgotten Password? **Sign in with GO** First-time user? Forgotten Password?	You will receive an automated email from **no-reply@go4schools.com** (http://no-reply@go4schools.com) to the address you've submitted. Typically it'll arrive in seconds, but it may take a few minutes. If you can't see this email, it is worth checking your email junk folder.
Password reset Change your password Update your password in the boxes below and click the "Change" button. New password to use to login: Confirm new password: Password must: • Be at least 8 characters long • Have not been previously used on GO 4 Schools • Contain the following: ○ At least 1 upper case character (from A-Z) ○ At least 1 lower case character (from a-z) ○ At least 1 numerical character (from 0-9) ○ At least 1 special character (from @ # $, % ^ & *) Change	The email will contain a link for you to follow and continue setting up a new password in GO 4 Schools. The link will only be valid for one hour. Please follow the rules for your new password, and remember to agree to the privacy policy.

Once you have completed these steps, you will be able to login online and on the app. Please download the app as this is a much more effective way of viewing information.

Helping your child login

Form tutors are in the process of helping pupils login, but this can be quite tricky with poor signal in parts of the building. If possible, we would really appreciate you trying to get your child logged in if they have not been successful at school.

The process for a student logging in is the same as for a parent/carer.

Pupils need to:

- Log-in via the website as a first-time user **using their new email address** which has been given to them by their form tutor. They need to request a new password.
- Go to their Office365 account and log-in to their email to access the Go4Schools email and link.
- Set up a password – we are encouraging all children to use the same password for their email as they do for Go4Schools.
- Download the app and log-in.

Thank you for your support.

If you are having trouble logging in, please contact Mrs Wright hannah.wright@meole.co.uk or Mrs Pope mary.pope@meole.co.uk.

Regards

Hannah Wright

Deputy Headteacher