



## Using Go 4 Schools – A Guide for Parents/Carers

The Academy uses a system for reporting progress, attainment, behaviour and attendance, called Go 4 Schools. In order to access Go 4 Schools, you will need to have provided the Academy with a valid e-mail address, which we can also use for other communications between the academy and home.

**Please note:** access to Go 4 Schools is through the website only (not through the Mobile App).

**Logging in:** for parents/carers who are **first time users:**

1. Parent/carer - enter **www.go4schools.com** into your browser
2. Click on Login - 'Parents login'
3. Select 'First-time User?' and enter your e-mail address as previously provided to the Academy, and click 'New password'
4. Go4Schools sends an e-mail to the e-mail address entered, with a password
5. Revisit the 'Parents login' page on **www.go4schools.com** and enter your e-mail address and the password received.

**Logging in:** for parents/carers who have **already used Go4Schools:**

Parent/carer - enter **www.go4schools.com** into your browser

1. Click on Login - 'Parents login'
2. Enter your e-mail address and the password
3. **Note:** if you have forgotten your password, please go to the 'Forgotten your Password' section at the bottom of the page.

**Viewing reports:**

- Click on the 'Reports' icon on the left hand side.

**Please note:** once your child has changed year group or left school you will not have access to previous reports. We advise that you download and save, or print, each report for future reference.

**Parents/Carers without email and internet access.**

If you do not have email and internet access, please contact the Main Academy Office.

**Behaviour Information category:**

This refers to your child's conduct and learning behaviours within school. It shows a record of the number of incidents (points) recorded for your child. Positive points could be awarded for a number of reasons including good work in class, helping others or contributing well to a lesson. Negative points might be recorded for example, for off task behaviour, homework not being handed in or poor behaviour outside of the classroom.

If you have any problems accessing your child's report, please contact the Academy Main Office.