What is Insight?

Insight is a secure on-line system which allows parents/carers to be able to log in using a user name and password to access up to date information about your child’s progress in school.

Once logged in, you will be able to view information such as attendance, progress, behaviour, school reports and much more.
Go to [https://insight.finhampark2.co.uk](https://insight.finhampark2.co.uk) and enter the username and password supplied to you. You will be prompted to create your own password at first login.

**Please keep this password secure**, as the Insight account contains personal and sensitive information about your children.

---

**Key Information**

**techsupport@finhampark2.co.uk** - If you cannot log in, please use the password reset facility located at the bottom of the login page. If you are still having issues or if there is a technical fault with Insight, please report it to this email address.

**attendance@finhampark2.co.uk** - If you require information with regards to your child's absence or attendance.
Parental Dashboard

If you have more than one child, click on the pictures to switch between profiles.

If you have more than one child, click on the pictures to switch between profiles.

Change your password

Logout of your session

Your Child’s Information will appear here.

Text that is underlined such as contact number can be amended by clicking on the text. Changes may take 24hrs or more to display.

Use these headings to navigate around Insight.

Contact details and main contact. This can be amended.

FINHAM PARK 2
What you will see when you have successfully logged in.
What information is available?
A brief description about what is available to view in Insight.

GENERAL

Personal Details
This screen allows you to view and amend the contact details the school currently holds on system. You will only be able to view your own details here. Please make sure that we have your correct postal address, telephone numbers and email addresses. All updates are passed onto Admin staff who will review and make the relevant changes. If you want to add new contacts or change information for other contacts, please contact the school directly.

Please note: you will only be able to view details for a child where you are the first point of contact.

Overview
This gives an overview of your child’s information. If you have more than one child at the school, you can switch between them by clicking on their photographs at the bottom of the page.

Timetable
The timetable screen shows the current weeks timetable together with attendance for each lesson. You can cycle through week 1/week 2 timetables by using the << and >> arrows on the page.

Canteen Menu for today
This page displays the canteen menu for the day. This is automatically updated every day so you can see what will be served in the Canteen.
Canteen Balance
This page allows you to view your child's canteen balance as well as purchased items. Historical receipts are also available to view.

Email Addresses
This page lists staff email address so you can contact them directly. If you are unsure, see the "College Leaders" page for more information.

College Teams
This page displays a list of contact name for each College/Mentor group.

School Calendar
This page will display key days for the academic year such as holidays, events and closures.

Notices
Any school notices are displayed on this page. This information is also available to view on the Finham Park main school website.

Mandatory Consent Form
The consent form is for permissions with regards to student biometrics and photograph consent. The form should be completed by ALL parents and should only be submitted once unless details have changed. This form will detail what information we hold and how it will be used.

Insight FAQ
A collection of Frequently asked questions are displayed on this page. If you have a question which is not listed on this page, please contact the school.

Radio Podcast
This is a link to the iTunes store, where there will be downloadable podcasts created by students of Finham Park School.

iCal Export
This allows you to download information such as timetable in calendar format for use in Outlook.

School Details
Here you can view the school address and telephone numbers as well as contact the school using the form found on this page.

Attendance
Attendance Summary
This gives a daily record of AM and PM attendance with percentage.

<table>
<thead>
<tr>
<th>Week beginning</th>
<th>Mon AM</th>
<th>Mon PM</th>
<th>Tue AM</th>
<th>Tue PM</th>
<th>Wed AM</th>
<th>Wed PM</th>
<th>Thu AM</th>
<th>Thu PM</th>
<th>Fri AM</th>
<th>Fri PM</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/09/2013</td>
<td>#</td>
<td>#</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>100%</td>
</tr>
<tr>
<td>09/09/2013</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>100%</td>
</tr>
<tr>
<td>16/09/2013</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>100%</td>
</tr>
<tr>
<td>23/09/2013</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
<td>100%</td>
</tr>
</tbody>
</table>

Attendance Comparison
This gives a graphical view of attendance compared with the overall attendance of his/her tutor group and year group.

Lesson Summary
This gives a graphical view of your child’s attendance in each term during their time at Finham Park School.

Report Absences
You can use this to provide a reason for an absence, historical or planned. All information entered into this page will be sent to the appropriate member of staff who will record the reason for absence.

Report a previous absence

Report a planned absence such as a doctor’s appointment

Historical absence

On what date did the absence begin?

On what date did the absence end?
If the absence is still ongoing, please enter the date that you expect it to end.

What is the reason for the absence? Illness (NCT med/dental appointments)
Achievements and behaviour

This page will display all achievements and behaviour points.

<table>
<thead>
<tr>
<th>Event Date</th>
<th>Event Time</th>
<th>Type</th>
<th>Recorder</th>
<th>Staff Involved</th>
<th>Issued In</th>
<th>Period</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>21/03/2014</td>
<td></td>
<td>C1 - Poor homework/coursework</td>
<td>Mr W. (HS)</td>
<td>Mr W. (HS)</td>
<td>10/H2</td>
<td>1Fr13</td>
<td>History</td>
</tr>
<tr>
<td>21/03/2014</td>
<td></td>
<td>C1 - Ill equipped</td>
<td>Mr W. (HS)</td>
<td>Mr W. (HS)</td>
<td>10/H2</td>
<td>1Fr13</td>
<td>History</td>
</tr>
<tr>
<td>07/03/2014</td>
<td></td>
<td>C1 - Not following staff instructions</td>
<td>Mr N. R. (6k)</td>
<td>Mr N. R. (6k)</td>
<td>10/Xr1</td>
<td>1Fr1</td>
<td>Inform Tec</td>
</tr>
<tr>
<td>07/03/2014</td>
<td></td>
<td>Not Yet Selected</td>
<td>Mrs J. (6D)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/03/2014</td>
<td></td>
<td>C3 - Challenging/inappropriate behaviour towards staff</td>
<td>Dr S. (6V)</td>
<td>Dr S. (6V)</td>
<td>10/X/62</td>
<td>1Thur 2</td>
<td>Double 5d</td>
</tr>
</tbody>
</table>

**Type of consequence**

**Teacher who logged the consequence**

**Subject where consequence was issued**

Reports and Progress

This section of Insight allows you to access Progress reports for your child. It is recommended that you have to Adobe PDF reader installed for best results.

Reports can be printed using the printer icon located on the right hand side of the screen. Alternatively, the reports can be downloaded to your computer.

Usually the school will inform you when a new report is released either by SMS, email or by letter.

**Reports & Progress**

**Year 10**

- Student profile -
- Report (2013/2014) PC Yr10
- Report (2013/2014) PC Yr10

**Year 9**

- Report Year 9 KS3 TA Levels
- Student profile -
- Report (2012/2013) PC Yr9
- Report (2012/2013) PC Yr9

**All year reports are show under one heading**

**All reports held on system are shown here**
**Attendance data** – When viewing School attendance data, please bear in mind that at times staff will be unable to update the registration data during the registration session. This data will normally be updated at a later time, Please contact the School only if this is a regular occurrence.

*If you have an email address, please check to confirm that it is correct – Requirement for Future Password reset.

**User Accounts – Shared household accounts, separated families, personal details.**
If parents are living at the same address, then you will both share the same login to access your children’s information. Only if you are a parent that is not co-habiting, will you receive a separate username & password.

By default, Insight creates the username from the 1st Contact we have held on our system, in most cases this is the mother. Only if a parent is not co-habiting and is listed as the 2nd contact will they receive their own unique username and password.

**Changing my personal details / amending**
Insight allows you to keep the School up to date with your current details, if your circumstances change such as living address, simply click on your address to change the details. This applies to telephone number / mobile number changes & email addresses. Your details are not updated straight away, as they have to be approved internally, once approved your new details will be shown the next time you login.

Please note that you will only see your own address and personal details, in compliance with the Data Protection Act. (Emergency contact is not shown)

If your personal circumstances change, please inform the School via admissions@finhampark2.co.uk

**How do I reset my password?**
If you forget your password, don’t panic! Simply visit the insight homepage; beneath the main login window you have the option to reset your password. Simply enter your username or registered email address & click on the ‘Submit’ button. If you have an email address & it was listed correctly in Insight, you will receive your new password via email.

Look for the recipient name Insightsims@finhampark2.co.uk within your inbox. If you cannot see this email, please check your Junk Mail filter. If you do not have an email address, expect your details to arrive by post. (Remember to update Insight whenever you change your email address)

**How do I change my password if I am already logged in to Insight?**
Look for the ‘padlock’ icon at the bottom centre of the Insight webpage, simply click on this option and enter in your amended password and again to confirm your new password.

**Report your child’s absence via Insight**
If your child is absent or you are aware of a future absence, please login, click on the ‘Attendance’ tab (bottom left), & click on ‘Report Absence’ Select ‘Historical absence’ or ‘Planned absence’ and then select your valid reason from the drop down menu. Enter in the remaining required fields.

Please note you cannot use this option to inform the School regarding Holiday leave, please fill in the required paper based Holiday form.

**My child’s attendance in one of the subjects is missing or incorrect?**
In rare instances, a teacher may not be able to enter your child’s attendance into our system. As an example, the laptop used to take the register may be out of action due to repairs carried out by our ICT Technicians, only contact the School if you notice this is a re-occurring event.

**I have more than one child, how do I view their individual details? (The Merge Feature is not used)**
At the centre bottom of the Insight webpage, you should see separate pictures for your children. If they have not yet had a School photograph taken, then an empty picture frame will be displayed (see example). Simply click on your child that you wish to view, and only there details will then be displayed such as Timetable, Behaviour and so on. If only one of your Children is displayed, then please contact the School as the information may be entered incorrectly within our system.

**Mode of Travel**
Our School Information System known as SIMS only allows one mode of travel to be selected. If you child walks and also catches the bus, then either of these could be shown
Viewing the Insight webpage via Mobile device

Please be aware, not all mobile phones support the Insight website. Although devices such as iPad's will allow you to use insight, it is optimised for use on a computer using a browser and therefore you may find some functions of insight may not work.

If you login using a mobile device and only see the title with the contact email addresses at the top of the webpage, this is an indication that it will not work, please use a computer with Internet Explorer or equivalent.

For best viewing experience, please use Internet Explorer/Google Chrome/Firefox.
For viewing reports, Adobe Reader should be installed to ensure they are viewed in the correct format.
All the above are available to download free.

My webpage appears to have stopped working?

If you see the ‘please wait’ notification or the page is not loading for a prolonged period of time, simply press & hold down the ‘CTRL’ key & then the ‘F5’ key this will force a reload of any webpage.

Workplace Internet Restrictions

Some workplaces restrict specific services / website’s, Insight uses TCP Port 80; please pass this information on to your IT administrator providing the address http://insight.finhampark.co.uk

Security / preventing unauthorised viewing

Please remember not to select the ‘remember me’ option if you are using a PC at work, or in any public place. Always ensure you ‘log off’ when you are finished by clicking on the door icon located bottom centre of your screen. Simply closing your browser window will keep you signed in and will allow an unauthorised person to view your account information if they revisit the Insight homepage

What help is available to me?

Email addresses are provided at the very top of this website. If you should notice any information that you believe is incorrect regarding your Child. Please email techsupport@finhampark2.co.uk . For technical support queries only, such as lost Username, problems logging in, contact techsupport@finhampark2.co.uk and we will aim to respond within 24 hours Please do not use the ‘Contact’ form on the main School Website for queries relating to Insight

We would also be grateful for any feedback about Insight to help our development of the system in future. Please address any feedback to techsupport@finhampark2.co.uk