

## Using eSchools for home/school communication

We are now using eSchools for electronic home/school communication, in place of the written diaries we have used previously. This will make our communication more efficient and also, in the longer term, allow easier sharing of relevant documents and images for different school activities.

You will need to log in via the school website and use the “Groups” function to see the messages for you.

Please note that there are a lot of eSchools functions that we are not using at this time, please don't feel overwhelmed by them.

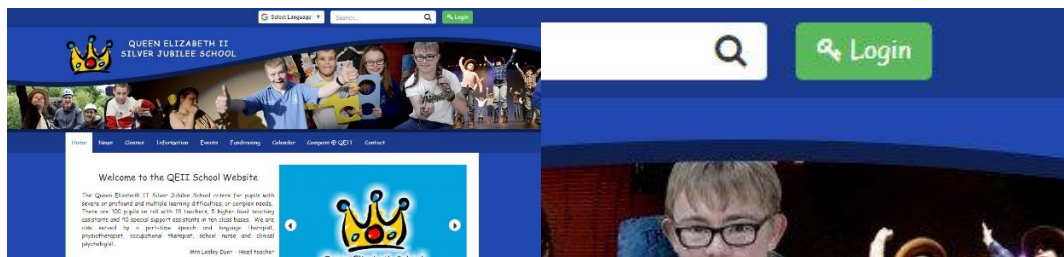
Please also note that we are NOT using the eSchools messaging system, we are using Group Discussions instead. If you try to use the messaging system your message won't be seen.

### How to log in

Your username is:

Your password is:

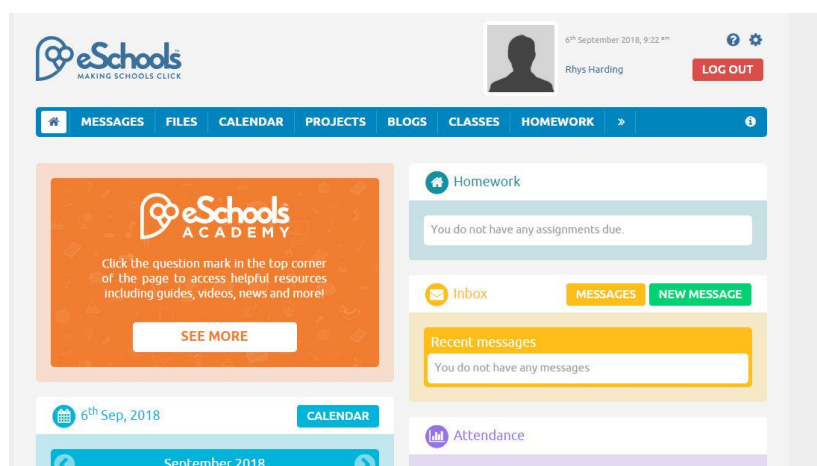
Log in via the QEII website at [www.QE2School.co.uk](http://www.QE2School.co.uk).



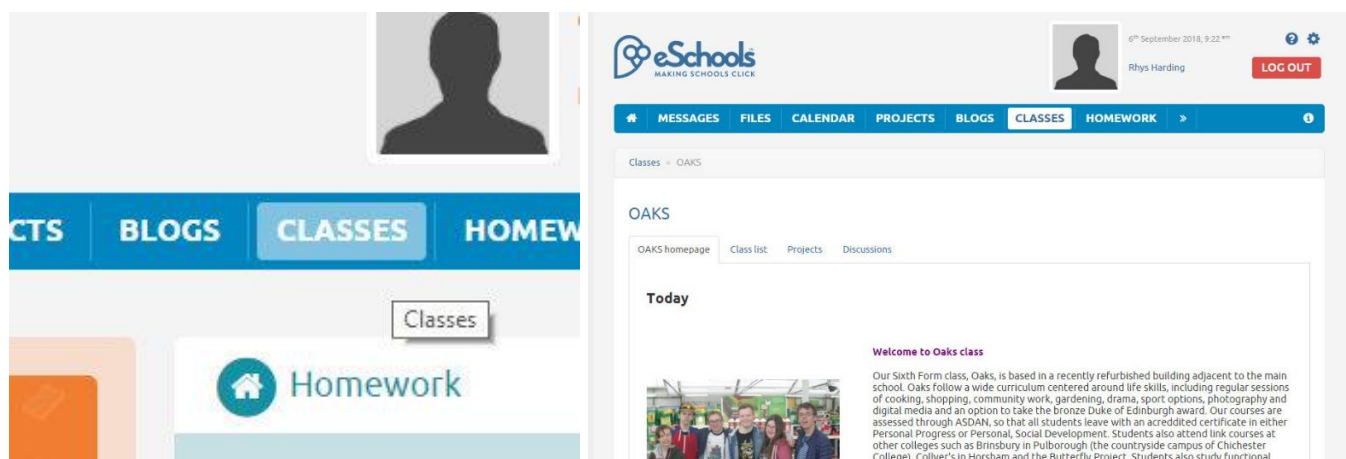
You will be taken to the login screen. Enter your username and password.

The image shows the eSchools login screen. It features a white background with a blue header containing the eSchools logo and a 'Contact support' link. The main content area has a login form with two input fields: 'Username or Email Address' (containing 'your.login') and 'Password' (containing '\*\*\*\*\*'). A green 'LOGIN' button is positioned to the right of the password field. Below the login fields, there is a 'CLICK HERE' link for 'I've forgotten my password'. The footer includes the eSchools logo and a 'Manage your cookie preferences' link.

Next is your Home Screen.

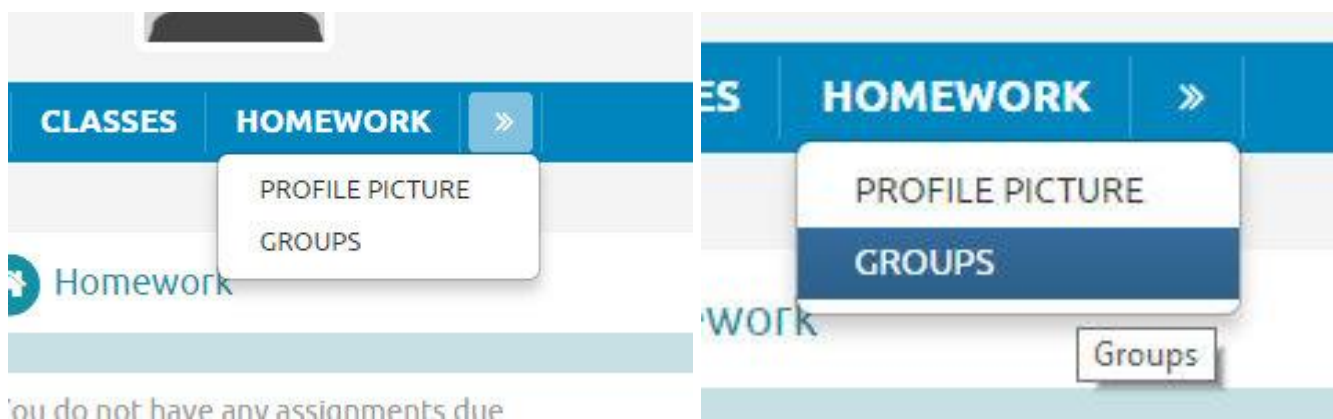


From your home screen, you can get to your Class home page by clicking on “Classes” on the menu.

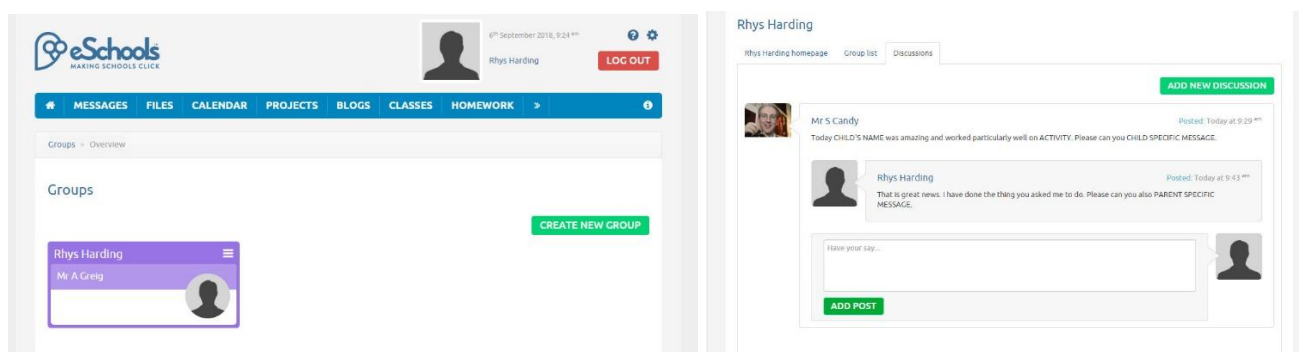


The class home page will have whole-class information including timetables. The “Discussions” option will be where you can get news about what the whole class has been doing.

To find messages specific to your child, select the overflow arrow on the menu and choose “Groups.”



There will be a group with your child's name. This is only accessible to your login, other parents do not see it. In this group, (once teachers have added them) you will be able to view documents (such as ILPs) that are specific to your child. The “Discussions” option is where your home/school messages will be.



You can reply to discussions started by class staff, or you can also start your own new discussions.

Over time we will be starting to use more features of the eSchools platform, which we will introduce to you as we do.

If you have any questions or want a demonstration, Stephen will be holding eSchools workshops on Mondays between 10am-12pm and 1.30pm-2.30pm. Please email him on [scandy@qe2school.co.uk](mailto:scandy@qe2school.co.uk) to make an appointment.