



Taunton School Portal Parent Guide

1. Introduction

Our School Portal gives you quick and easy access to information about your child/children attending our school including:

- Timetable
- School Reports
- Billing

Once you have activated your account using the steps below, you can return to the portal using the following link:

<https://parentportal.tauntonschool.co.uk/SchoolPortal/Login>

2. Getting Started

Gaining access to your School Portal account is quick and easy.

You will receive an activation email from us, similar to that shown below:

From: **Taunton School Parent Portal** <parentportal@tauntonschool.co.uk>
Date: 23 April 2018 at 12:58
Subject: New Portal Account [REDACTED]
To: [REDACTED]

To complete the activation of your Portal account please click on the link below then follow the instructions.

<https://parentportal.tauntonschool.co.uk/SchoolPortal/SetPassword/Index/012274ae-ebf2-4d53-b74c-b59ddeed1a75>

- Click on the link highlighted in the message

You will be taken to the Set Password page of the School Portal:

Set Password

Email address:

Enter new password:

Enter new password again:

Passwords must:

- be at least 8 characters long
- contain at least 1 uppercase letter, 1 lowercase letter and 1 number
- differ from any of the previous 10 passwords you have used

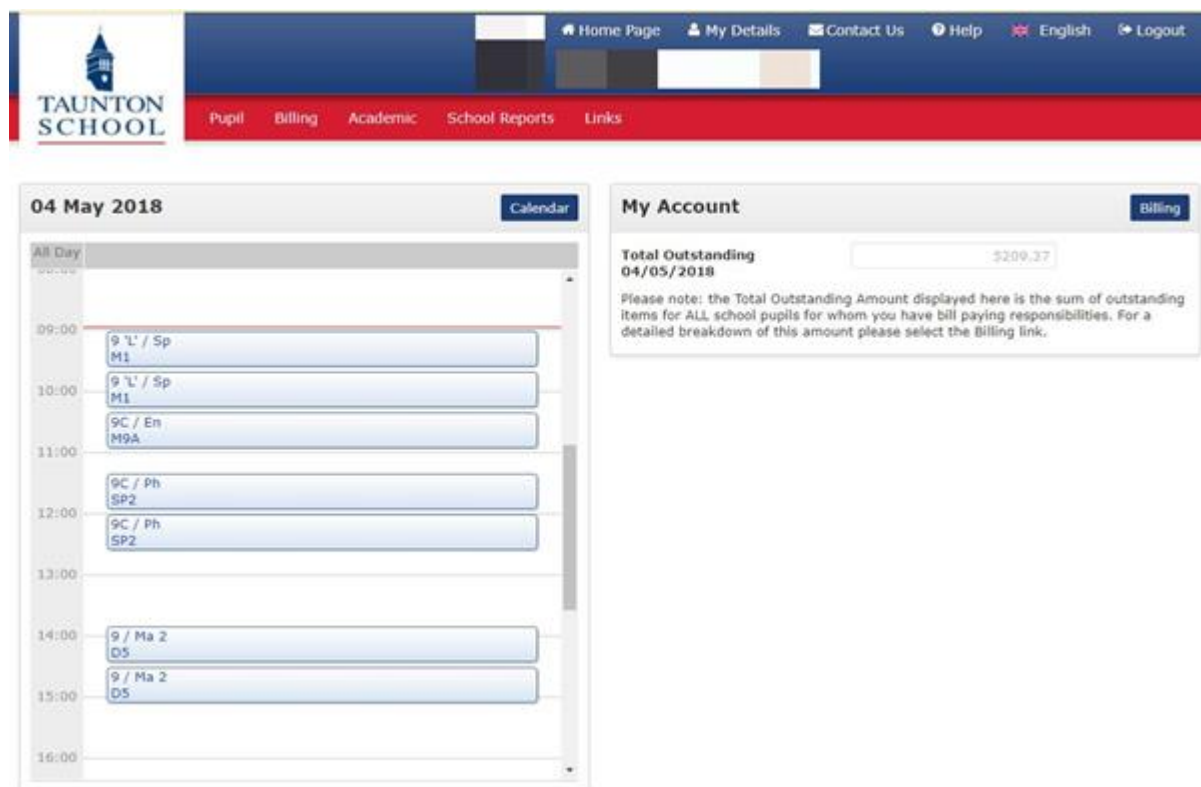
Set Password

Back to Login

- Enter your Email address
- Enter your new password, noting the criteria as shown
- Enter your new password again
- Click on the Set Password button

3. Home Page

Once you have successfully entered your new password, you will be taken to the Homepage.



If you have more than one child in school, the information for the first child (in ascending, alphabetical order) will be displayed. To access the other child(ren) click on the drop down arrow to the right of the name box and select as required. The Home Page will automatically change.

The exception to this is the **My Account** section where the information for all your children attending the school will be displayed in one place.

Your Home page includes menus to take you to all areas of the portal and additional quick sections for the following areas:

- My Account
- Calendar (Timetable).

My Account

This displays the total outstanding amount for all of your children at the school.

- Click on the Billing button to go to this area.

Calendar

This displays the timetable for your selected child for the day that you log on to your Portal account. Use the scrollbar to the right to view the whole day

- Click on the Calendar button to view the full week's calendar

4. Portal menus

The School portal menus at the top of the screen are:

- Pupil
- Billing
- Academic
- School Reports



Pupil Details

This displays Form and/or House information

Billing

This area displays billing information and enables you to access Bills, Credit Notes and Supporting Schedules

The screen includes four tabs:

- Outstanding items
- Paid items
- All items
- Direct Debit Payment Schedules

Outstanding items

This shows a breakdown of the outstanding items for each child. The total amount for all outstanding items, per child is also given

Billing - Outstanding Items

Outstanding Items							
- Taunton School							
Date	Document No.	Item	Due Date	Type	Amount	Amount Paid	Amount Outstanding
28/03/2018	0036980	Summer 2018	28/03/2018	Invoice	5004.75	2425.00	2579.75
02/05/2018		Stat 02.05.18		Cash Credit	-500.00	0.00	-500.00
Total							2079.75

- Taunton School							
Date	Document No.	Item	Due Date	Type	Amount	Amount Paid	Amount Outstanding
28/03/2018	0036980	Summer 2018	28/03/2018	Invoice	6054.62	2425.00	3629.62
02/05/2018		Stat 02.05.18		Cash Credit	-500.00	0.00	-500.00
Total							3129.62

be downloaded by clicking on the hyperlink in the Item column

Invoices can

- Taunton School							
Date	Document No.	Item	Due Date	Type	Amount	Amount Paid	Amount Outstanding
28/03/2018	0036980	Summer 2018	28/03/2018	Invoice	5004.75	2425.00	2579.75
02/05/2018		Stat 02.05.18		Cash Credit	-500.00	0.00	-500.00

A copy of the invoice will be downloaded to the bottom of your screen and will open when selected.

Paid Items

This tab will show a breakdown of your paid billing items, for each child. The total amount for all paid items is also given.

Billing - Paid Items

Outstanding Items

Paid Items

All Items

Payment Schedules

Show transactions for year to: 04/05/2018

) - Taunton School							
Date	Document No.	Item	Due Date	Type	Amount	Amount Paid	Amount Outstanding
17/01/2018		Stat 17.01.18		Cash Credit	-4852.75	-4852.75	0.00
17/04/2018		Stat 17.04.18		Cash Credit	-2425.00	-2425.00	0.00
						Total	0.00

- Taunton School							
Date	Document No.	Item	Due Date	Type	Amount	Amount Paid	Amount Outstanding
17/01/2018		Stat 17.01.18		Cash Credit	-6346.13	-6346.13	0.00
17/04/2018		Stat 17.04.18		Cash Credit	-2425.00	-2425.00	0.00
						Total	0.00

All items

This tab shows a breakdown of both the paid and outstanding billing items. The total amount for all paid items per child is also shown. In addition, items that you have not been billed for yet may be displayed.

Billing - All Items

Outstanding Items

Paid Items

All Items

Payment Schedules

Show transactions for year to: 04/05/2018

Items Awaiting Billing

No items awaiting billing

Billed Items

- Taunton School							
Date	Document No.	Item	Due Date	Type	Amount	Amount Paid	Amount Outstanding
17/01/2018		Stat 17.01.18		Cash Credit	-4852.75	-4852.75	0.00
28/03/2018	17/04/18	Summer 2018	28/03/2018	Invoice	5004.75	2425.00	2579.75
17/04/2018		Stat 17.04.18		Cash Credit	-2425.00	-2425.00	0.00
02/05/2018		Stat 02.05.18		Cash Credit	-500.00	0.00	-500.00
						Total	2079.75

Payments Schedule

This tab enables you to download the direct debits payment schedule if applicable. Click on the hyperlink in the Description column and a copy will download to the bottom of the screen. Select it to open.

Billing - Payment Schedules

Outstanding Items	Paid Items	All Items	Payment Schedules
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Date	Pupil Name	Description
23/01/2018		Payment Schedule 23/01/2018

Academic

This menu gives you access to academic information about your child including:

- Calendar

Calendar

This area displays your child's timetable for the current week:

23 - 29 April 2018  ☒ Exam Timetable ☒ School Calendar ☒ Activities ☒ Pupil Timetable

	23 Monday	24 Tuesday	25 Wednesday	26 Thursday	27 Friday	28 Saturday	29 Sunday
All Day							
09:00	9 / Ma 2 D5	9C / Hi L19	9 '2' / DT 1 DT Workshop	9C / En M9A	9 'L' / Sp 1 M1	9 'L' / Sp 1 M1	
10:00	9 / Ma 2 D5	9C / Ge M5A	9C / Ch SB1	9C / En M9A	9 'L' / Sp 1 M1	9C / IT IT2	
11:00	9 '3' / CC C1	9 'L' / Sp 1 L2	9C / Ch SB1	9 '3' / CC C1	9C / En M9A	9C / IT IT2	
12:00	9C / En M9A	9C / Bi SB3	9C / RS D3	9 '2' / DT 1 L13	9C / Ph SP2	9 '3' / CC C1	
	9C / En M9A	9C / Bi SB3	9C / RS D3	9 '2' / DT 1 L13	9C / Ph SP2	9 / Ma 2 D5	
13:00				Debating Club Y9-10 Debating Club Y9-10			
14:00	9 / Gn OG	9 / Gn Sports	9C / Ar L15	9C / PS L12	9 / Ma 2 D5		
15:00	9 / Gn OG	9 / Gn Sports	9C / Ar L15	9 '3' / St 1 L1	9 / Ma 2 D5		
16:00	9C / Ge M5A	Cricket Boys Y9/10 - Room 14:00 - 15:30	9C / Hi L19	Cricket Boys Y9/10 - Room 15:30 - 17:00			
17:00							

Above the calendar there are four checkboxes which can be deselected as required to view more specific calendar information.

From these options, we are using the **Pupil Timetable**.

Use the date selector icon to select a different week, month or year.

School reports

This area displays your child's school reports once they have been published by the school:

School Reports

Report	Academic Year	Published Date
Y11 Spring EOT Report 2018	2017/2018	26/03/2018
Y11 Eff & Att Spring 2a	2017/2018	09/03/2018
Y11 Predicted Grades 2017	2017/2018	07/02/2018
Y11 Mock Exam Grade 2018	2017/2018	07/02/2018
Y11 Autumn EOT Report 2017	2017/2018	20/12/2017
Y11 Eff & Att Aut 1b	2017/2018	20/10/2017
Y11 Eff & Ach Aut 1a	2017/2018	29/09/2017
Y10 Summer EOT 2017	2016/2017	10/07/2017
Y10 Summer 4 2017 Eff & Ach	2016/2017	17/05/2017
Y10 Academic Summer 1 2017	2016/2017	11/05/2017

5. Frequently Asked Questions

a. How to change your username and password

If you would like to change your Username and/or Password, click on **My Details** at the top of the page.

Within the **User Details** area click on the **Change Username** button to open the following window:

Change Username

User Details

Username: [Info](#)

New Username:

Confirm New Username:

[Save](#) [Cancel](#)

The **info** button will provide you with additional help:

Help

Your username must be a valid email address. The School Portal will use the email address you enter here to send you confirmation of this change and give you access to reset your password.

OK

Type in your new **Username** (which must be a valid email address) and then retype it to confirm.

Click on the **Save** button.

Please note that you must notify the school of any changes to your contact details including the email address. Please email MISHelpdesk@tauntonschool.co.uk with full details.

If you would like to change your **Password**, click on the **Change Password** button and you will see the following message:

Change Password

An email has been sent to you with instructions on how to set your new password.

OK

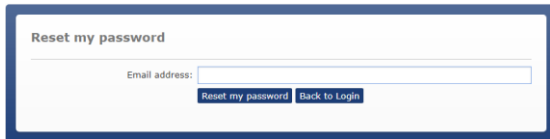
You will receive an email with a link to the School Portal.

Follow the link which will open the **Set Password** screen and type in the new password.

An email, confirming your password has been reset, will be sent.

b. What to do if you have forgotten your password

At the login screen, click on the **Forgotten your password?** link to open the **Reset my password** window.



Enter your School Portal username and click the **Reset my password** button. An email will be sent to you with a link to enable you to reset your password.

Please note that the Password reset link is only active for 30 minutes. After this time, the link will be disabled and you will need to generate a new link as per the instructions above.

6. Contact Us

If you have any **Billing enquiries**, please email the Finance team fees@tauntonschool.co.uk

All other **School Portal queries** should be emailed to MISHelpdesk@tauntonschool.co.uk