

# DAVENANT Foundation School



*nurturing mind, body & spirit*

## Insight Guidance for Parents

May 2021

# Davenant Foundation School

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March 2021

Use the following QR code to either go directly to the website or download the Insight app to your mobile phone:



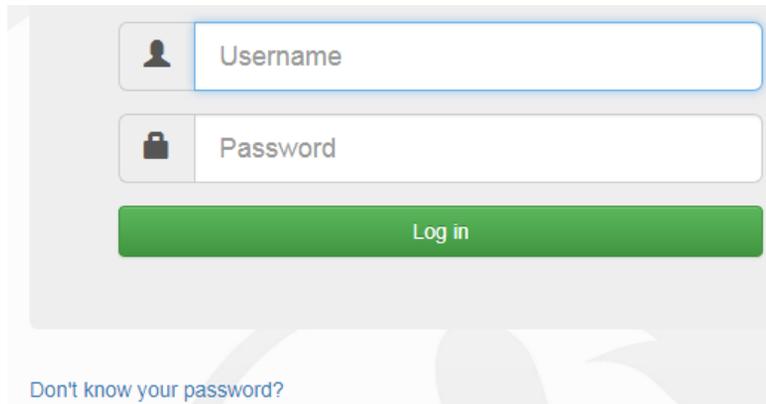
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### Logging on for the first time

1. Go to <https://pars.Davenant.org/INSIGHT/Info.aspx>, and you will see this screen:-



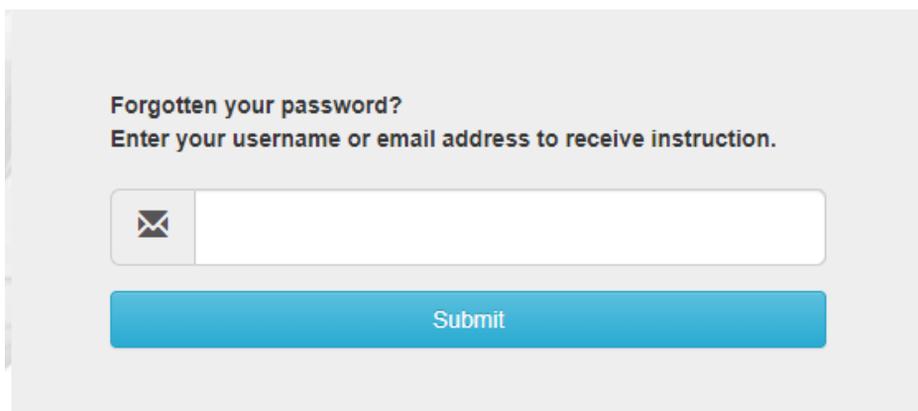
Username

Password

Log in

[Don't know your password?](#)

2. Click on the **“Don’t know your password?”** link.
3. Enter the email address you currently use for INSIGHT. If you have never used INSIGHT, please use the email address you have provided to us as part of your contact details.



**Forgotten your password?**  
Enter your username or email address to receive instruction.



Submit

4. Click **“Submit”**.



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5. Go to your email inbox and find the reset password email that has been sent to you from Insight. Here is an example of what it will look like:

Please return to the site and log in using the following information:

User Name: john.smith@gmail.com

Password: CNDXCXU

5. Go back to the log-in screen and enter your email address (username) and your temporary password supplied to you by Insight.
6. Change your password to a secure password of your choice.

### **Problems logging on or using Insight?**

If you experience any problems logging into your Insight account, please email [insight@davenant.org](mailto:insight@davenant.org) with your problem or query and it will be dealt with by the Insight Team.



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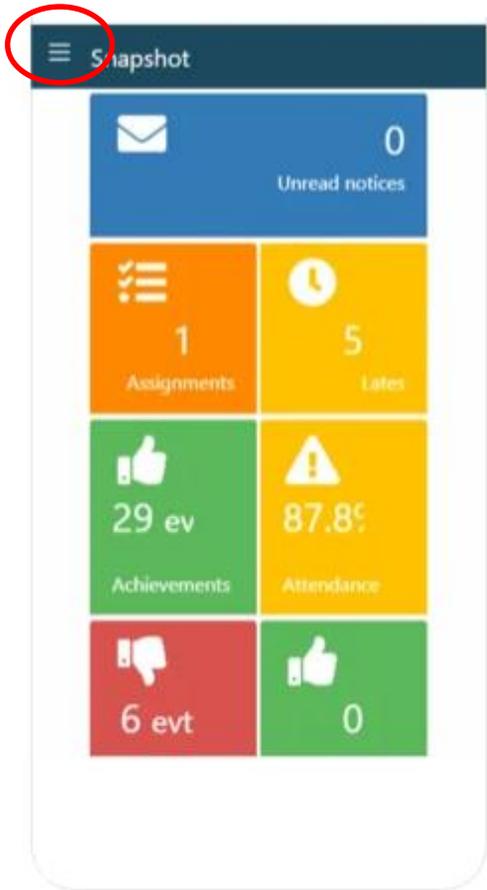
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### Using the Insight app on mobile



When you log into your app (using the same username and password as the desktop version), you will see this screen. To access the drop-down menu (shown below), click on the 3 lines in the top left corner of the screen:



-  Snapshot
  -  Homework Assignments
  -  Timetable
  -  Parents evenings
  -  Options Clinics
  -  Examination timetable
  -  Examination results
  -  Achievements
  -  Reports
  -  Documents
- 
-  Sign out



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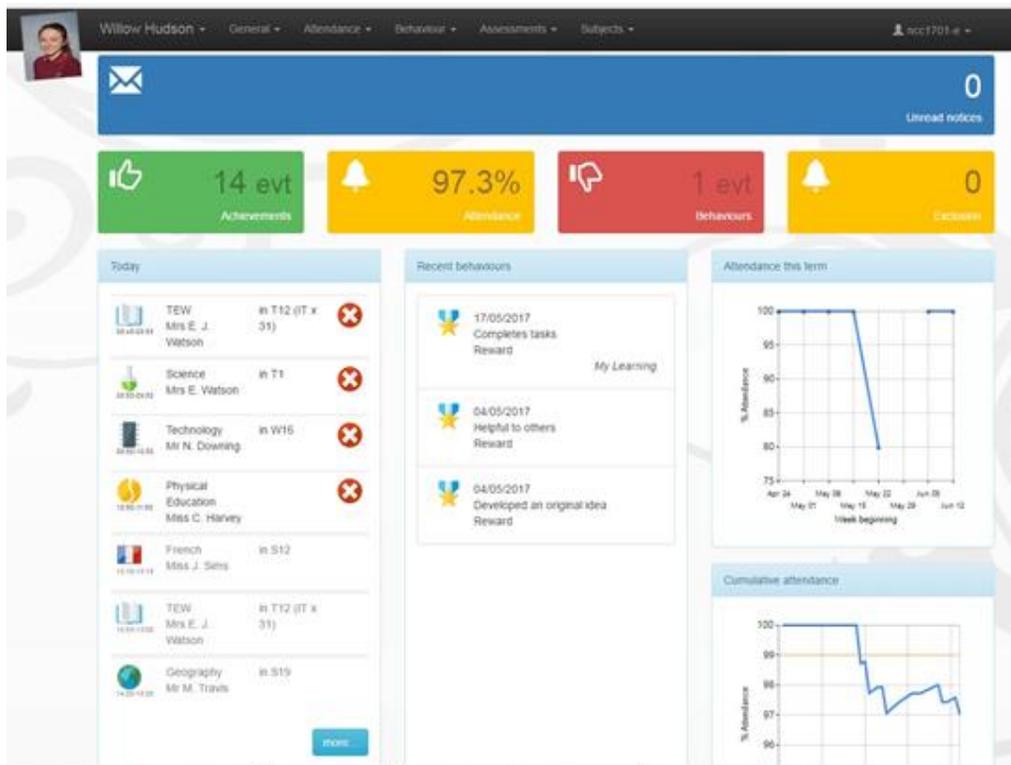
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### Logging On

Go to <https://pars.davenant.org/INSIGHT/Info.aspx> and enter your username and password. Please keep this password secure and secret, as the Insight account contains personal and sometimes sensitive information about your children. Please do not let your children use your login – their school usernames and passwords will allow them to log on to their own student accounts with access to all relevant information on a read-only basis via the Insight portal.

### Snapshot



Snapshot gives an overview of your child's information. If you have more than one child at the school then you can switch between them by clicking on their photographs at the top of the screen. The menu across the top allows you to look in more detail at the information in Snapshot.



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### Personal Details

| PriorityName | Relationship | Parent |
|--------------|--------------|--------|
|--------------|--------------|--------|

This screen allows you to update various details that the school holds for you, as follows:-

- Email address
- Telephone Numbers

If you wish to inform us of an address change, click on the email link, at the bottom of the screen:

Inform us by email

If you wish to update address information, please email here

[Click here](#) to inform us of details concerning the following: Addresses, Telephone Numbers, Email addresses, Personal Attributes.

You will only see your own details here. The school's main system holds the information of any other contacts you have advised us of on your admission form.

If you need to update any of these details, please click on the links to let us know. All updates are passed on to our Data Manager who will review and make the relevant changes. If you want to add new contacts or change information for other existing contacts, please contact the school ([reception@davenant.org](mailto:reception@davenant.org))



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### Timetable

The screenshot displays a user interface for a school timetable. At the top, a navigation bar includes the user's name 'Willow Hudson', a profile picture, and menu options: 'General', 'Attendance', 'Behaviour', 'Assessments', and 'Subjects'. The main content is organized into four horizontal sections, one for each day of the week:

- Monday 19/06/2017:** Lessons include TEW (Mrs E. J. Watson), Science (T3 (Sc) Mrs E. J. Watson), Information Techno (W12 (IT x 32) Mr H O'Mahony), Mathematics (Miss R Sanders), French (Miss J Sims), TEW (Mrs E. J. Watson), and Perf Arts (Mr S R Buckley).
- Tuesday 20/06/2017:** Lessons include TEW (Mrs E. J. Watson), Religious Education (Miss K F Moore), Technology (Mr N Downing), Physical Education (Mrs P H Sherring), French (Miss J Sims), TEW (Mrs E. J. Watson), and History (Mr H J Church).
- Wednesday 21/06/2017:** Lessons include TEW (Mrs E. J. Watson), Mathematics (Miss R Sanders), Perf Arts (Mr S R Buckley), Science (T1 (Sc) Mrs E. J. Watson), History (Mr H J Church), TEW (Mrs E. J. Watson), and My Learning (Mrs Z A Camplin).
- Thursday 22/06/2017:** Lessons include TEW (Mrs E. J. Watson), Science (Mrs E. J. Watson), Technology (Mr N Downing), Physical Education (Miss C O Harvey), French (Miss J Sims), TEW (Mrs E. J. Watson), and Geography (Mr M A Travis).

Each lesson block shows the subject name, teacher, and a small icon representing the subject. Red double arrows at the top of each day's section allow for navigating between weeks.

The timetable screen shows the current day and whether it is week 1 or week 2 in our two-week timetable cycle. Use the red double arrows at the top corner of each screen to look at the week ahead or week past.

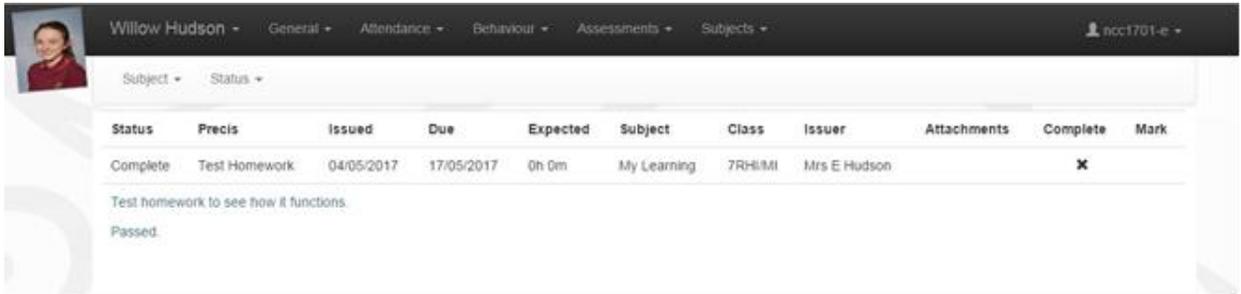


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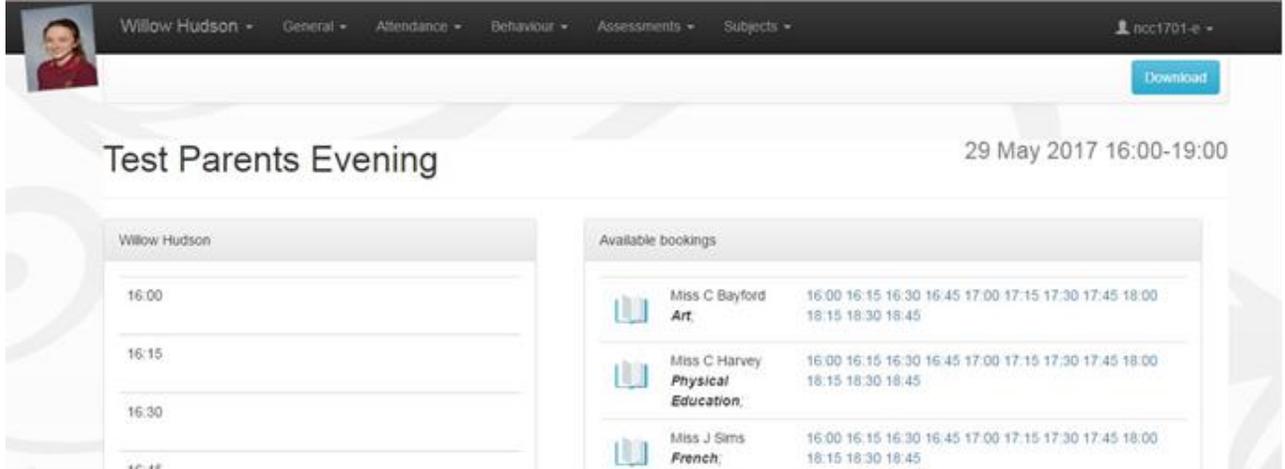
### Homework



The screenshot shows the Insight homework interface for Willow Hudson. At the top, there are navigation tabs: Willow Hudson, General, Attendance, Behaviour, Assessments, and Subjects. A user profile picture and the name 'Willow Hudson' are visible. Below the navigation, there are dropdown menus for 'Subject' and 'Status'. A table lists homework items with columns: Status, Precis, Issued, Due, Expected, Subject, Class, Issuer, Attachments, Complete, and Mark. One item is shown: 'Test Homework' issued on 04/05/2017, due on 17/05/2017, with a status of 'Complete' and a mark of 'X'. Below the table, there is a note: 'Test homework to see how it functions. Passed.'

This screen shows any homework set by staff.

### Parents' Evening



The screenshot shows the Insight Parents' Evening booking interface for Willow Hudson. At the top, there are navigation tabs: Willow Hudson, General, Attendance, Behaviour, Assessments, and Subjects. A user profile picture and the name 'Willow Hudson' are visible. A 'Download' button is located in the top right corner. The main heading is 'Test Parents Evening' with the date and time '29 May 2017 16:00-19:00'. On the left, there is a list of time slots: 16:00, 16:15, 16:30, and 16:45. On the right, there is a section titled 'Available bookings' with three entries, each with a book icon, the teacher's name, the subject, and the time slots: Miss C Bayford (Art), Miss C Harvey (Physical Education), and Miss J Sims (French).

This screen allows you to view appointments for parents' evenings. This is where you make appointments and amend existing ones. Insight automatically puts a five-minute break between appointments to allow for travelling time. This helps to ensure the evening runs smoothly. You can print your appointment lists at home by clicking on the "download" icon in the parents' evening screen. You will be notified by email when bookings are open to parents.



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### **Progress Checks**

This tab allows access to all Progress Checks . You can print or save any of these reports to your home computer using the icons. You will be informed by email when a new progress check is uploaded to Insight.

### **Options**

Within the options offer screen, you can make your choices by clicking the icon next to the subject you want to opt for. Navigate between different options using the tabs at the top. Your options are automatically saved. Options Offer only appears in menus when there is an options process live.

