



INSIGHT Home screen.

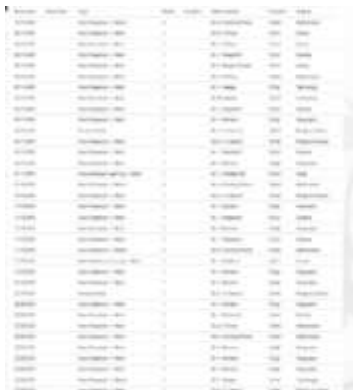
<https://insight.st-crispins.wokingham.sch.uk/INSIGHT/>

Please note that when you first log in there will be a prompt for you to change your password



The first screen you see is a 'snapshot' for your child. From here you can see Today's attendance, recent behaviours, termly attendance, total achievements (green box) and behaviours (red box).

If you have more than one child in school you can swap between their INSIGHT records by clicking on the small arrow next to their photo on the top left of the screen.



By clicking on the green achievements box, you can view your child's achievements to date. You can also see a similar screen for behaviour by clicking on the red box



You can view your child's timetable by selecting General on the menu bar at the top of the page and then selecting timetable.

Under the General tab, you will notice a link to personal details. We ask you to check the details held for your child regularly and update us with any changes to phone numbers and email addresses.

You can do this by clicking on the number and submitting the change to us via this page.

By selecting Attendance on the top menu, you can view your child's attendance since the start of term and also over their whole time at school. You can also monitor attendance in specific lessons.



In the attendance section, you can select report absences and report your child's illness on the days that they are off eliminating the need for a phone call to the office. This will need to be completed for **each day** they are absent.

You can also inform us of any planned absences for medical appointments. These and any absence notifications, are not automatically changed on your child's profile until authorised in school by a member of staff.

All other absences should still be requested via a leave of absence request from the office.



Termly tracking reports will be published on INSIGHT and can be viewed via the Tracking reports link at the top of the screen. You will be able to see all reports issued over time.

This link also contains guidance on the codes used in the reports.

Should you have any questions regarding INSIGHT, please email insight@crispins.co.uk