



at St Matthew's

A Guide for Parents and Carers

Welcome to eSchools at St Matthew's.

eSchools will help be a great tool to support good communication between the school and parents and carers and to support the children in their computing lessons

As a parent/carer, you will be able to get quick and easy access to letters from school and dates of events. You will be able to see up to the minute information about your child's attendance as well as being able to contact your child's class teacher via secure email. You will also be able to pay for school meals online (Please also see our separate guide to making online payments).

We are sure that you will find eSchools a useful way of accessing information and communicating with school.

Your children have access to eschools too. It gives them a place where they can access information, check homework and contact classmates. Most importantly, it offers them a relatively safe environment in which to learn to navigate the digital world in a relatively safe environment. When children are learning, they make mistakes and eschools offers them a relatively safe environment to learn and occasionally get things wrong.

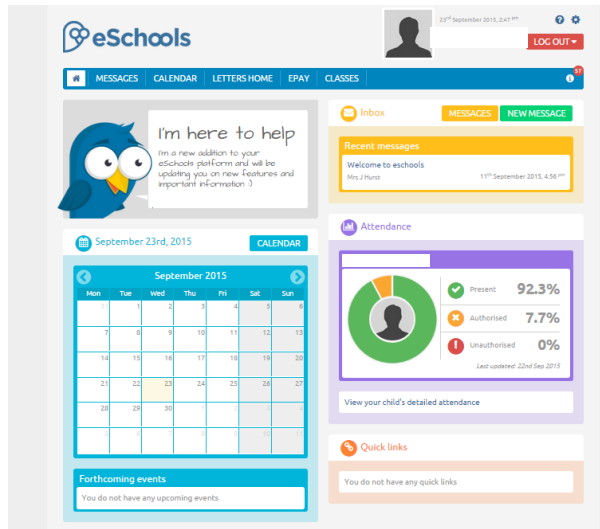
Below we give you a brief guide to what parents, carers and children have access to on eschools.

We hope this information useful, but the best way to find out what eschools has to offer is to log in and explore. You can log in from <https://stmatthews.eschools.co.uk/login>, or via our school website at www.stmatthews.cambs.sch.uk. You can also download the eschools app onto a phone or tablet.

Parents and Carers Log In

Every parent and carer has their own log in for eSchools.

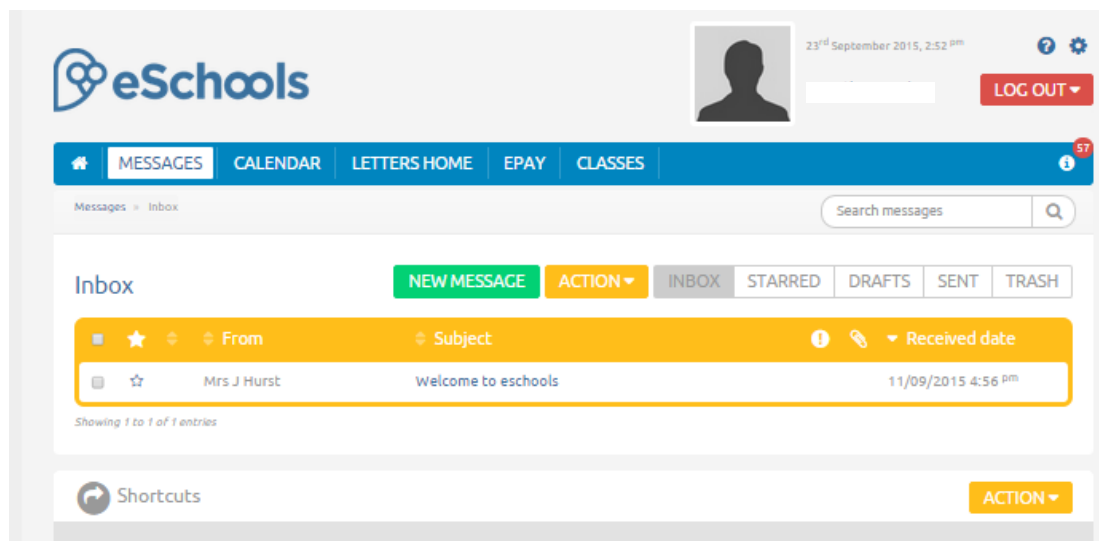
Home Page



On your homepage you can quickly:

- view the school calendar
- see if you have any new messages
- quickly send a message
- check your child's attendance for that month (and follow a link to view your child's detailed attendance)

Messages



On the "Messages" page you can:

- See if you have received any emails from your child's class teacher
- Send messages to your child's teacher and other staff

Please remember:

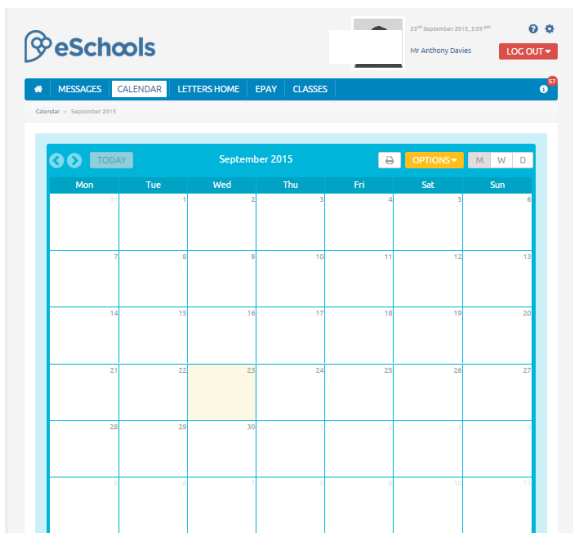
- A class teacher will send a response, even if it is only an acknowledgement, within three working days of you sending an email.

- Remember a teacher is unlikely to read an email during the school day – they are teaching! Any urgent messages should be sent via the school office. You can use the school office email (office@stmatthews.cambs.sch.uk), but very urgent messages should be given to the office in person or by telephone in case an email is not picked up in time.
- If your child is unable to attend school, please contact the school office and **NOT** your child’s teacher.
- Remember, your child’s teacher’s time is valuable. Good communication supports the children’s learning and well-being. We do not want time that teachers spend working for the children - planning, assessing and marking - to be overrun with responding to emails, so please do not overuse the email system.

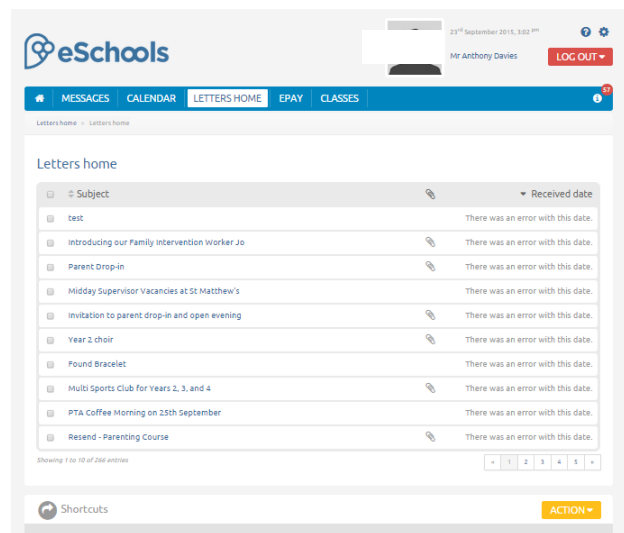
You can read more about home/school communication on our website at:

http://www.stmatthews.cambs.sch.uk/website/homeschool_communication/89388

Calendar

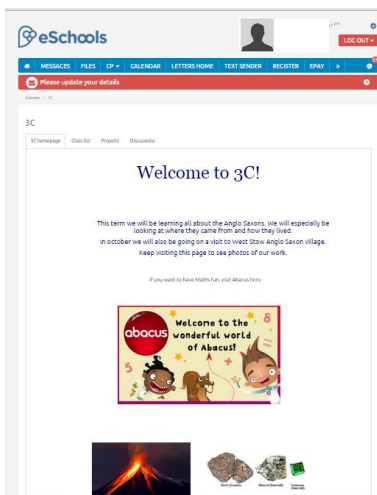


Letters Home



You can view the school calendar quickly and easily, while on the “Letters Home” page you can access the recent letters sent out to you by the school.

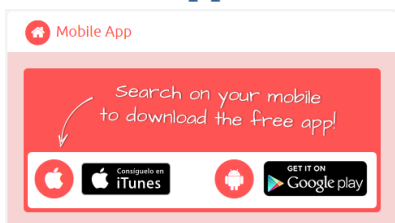
Classes



This is where you can view your child's classes home page and get useful information such as:

- The Curriculum Framework you're your child's class
- Information about practicalities information for the term (e.g. what day PE is, swimming etc)
- Any useful weblinks

Eschools App

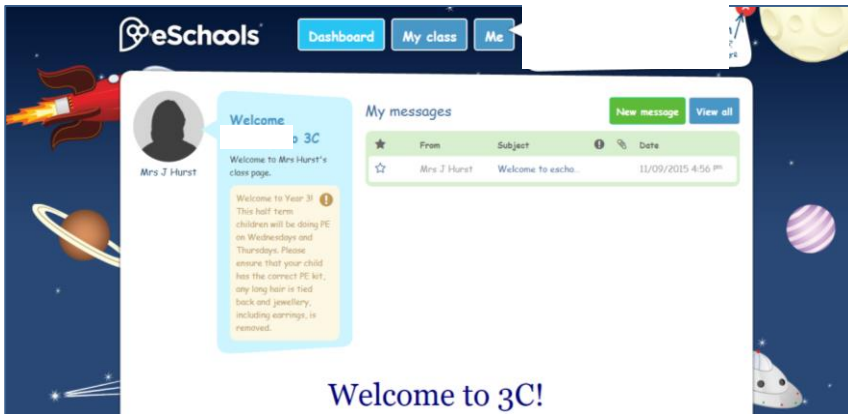


You can download the eschools app onto your phone for quick, convenient access to eschools. Just search for "eschools" on your phone.

If you have the app, it means that if we were to send you a text message using eschools (only in emergencies) then the school will not be charged for it.

Children's Log In

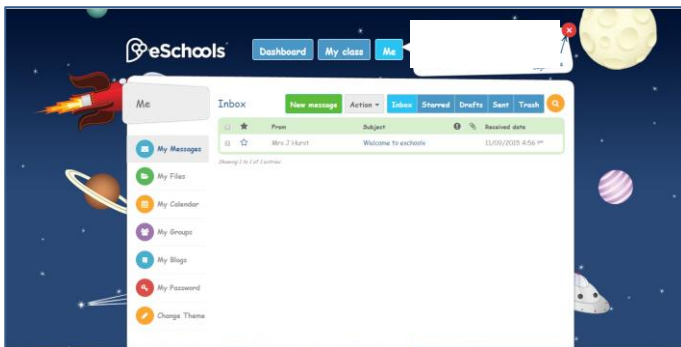
Dashboard



When children first log in they will see their dashboard which shows them their class homepage.

From here they can also view and send messages and access the rest of eschools.

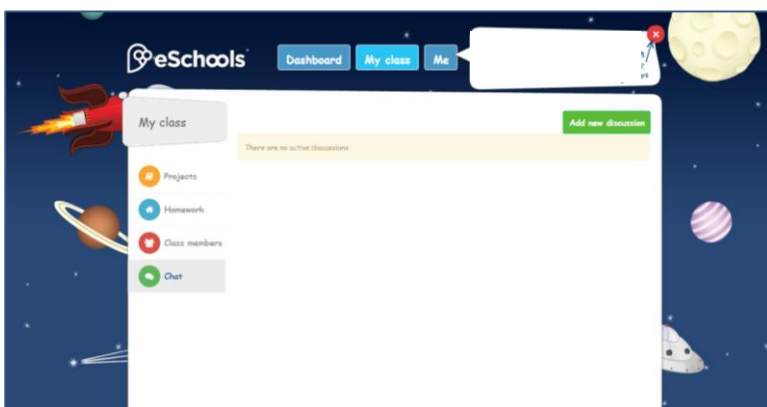
Me



From the "Me" page, children can:

- Check and receive messages
- Store files
- Check their own Calendar
- Start their own Blogs
- Change their password
- Change the "theme" of their eschools page (what it looks like)

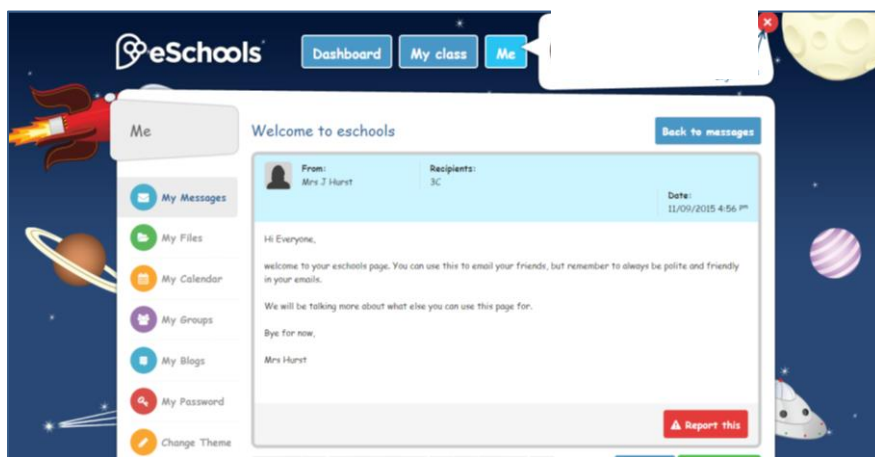
My Class



From the "My Class" page, children can:

- check projects and homework
- see a list of their classmates and send them an email if they want to
- start or contribute to a "chat" with others in their class.

Messages



Children will be taught how to send each other messages using eschools.

They will also be taught how to use this appropriately.

If a child receives a message that is not appropriate, they can click...

 Report this

This button appears on every message they receive. Pressing “Report This” will send the message straight to the class teacher, along with details of who sent it. The right to use eschools can be taken away from children (see our eSafety rules overleaf).

eSafety

As stated above, eschools is a fantastic tool to use to teach the children about safety. Below are some useful websites about safety that parents may be interested in.

- CEOP’s Advice for Parents - <https://www.thinkuknow.co.uk/parents/>
- Childnet for Parents and Carers - <http://www.childnet.com/parents-and-carers>
- UK Safer Internet Centre - www.saferinternet.org.uk/advice-and-resources/parents-and-carers/parents-guide-to-technology
- Cambridgeshire ICT Service - www.ccc-esafety.org.uk/website/introduction_for_parents/50630
- Switched on Families - <http://keepup.virginmedia.com/switchedonfamilies>
- NSPCC – <http://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/>

Overleaf are our **eSafety Rules**. All children are taught eSafety as part of the curriculum at St Matthew’s and specifically when they are being introduced to eSchools for the first time. Please talk about our safety rules with your children at home.

St Matthew’s full eSafety policy can be found on our website at www.stmatthews.cambs.sch.uk/website/school_policies/

Helping Your Child with eSchools

You may wish to look at eschools with your child. Depending on their age and ability in reading and writing, your child may ask for help with reading and sending messages.

Passwords

Children have their own passwords. As part of eSafety we teach children not to share their passwords with anyone. It is essential that children learn to understand how important this is.

We do understand, however, that parents and carers may wish their child to share their password with them so that they can check that they are using eschools appropriately and that any messages they are receiving are appropriate. If you do wish your child to share their password with you, please teach them that they should not share their password with anyone else.

Technical Problems?

If you have any technical problems with eschools, please contact the school office – office@stmatthews.cambs.sch.uk, 01223 568838

Think then Click

These rules help us to stay safe on the Internet



We only use the internet when an adult is with us

We can click on the buttons or links when we know what they do.



We can search the Internet with an adult.

We always ask if we get lost on the Internet.



We can send and open emails together.

We can write polite and friendly emails to people that we know.



B. Stoneham & J. Barrett

Using eSchools

1. I promise to keep my password secret.
2. I know everything I do can be seen by my teacher.
3. We always follow the five golden rules of the school on the internet - "no swearing, teasing or name-calling"
4. We don't waste time with silly messages, blogs or chats.
5. We tell our teacher or parent if we think someone is breaking the rules.
6. We click "report this" if we get a message that breaks the rules.

Remember – You can be taken off eSchools if you break the rules.

Key Stage Two e-Safety Rules

Think then Click

e-Safety Rules for Key Stage 2

- We ask permission before using the Internet.
- We only use websites that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately tell an adult about any webpage we are not sure about.
- We only e-mail people an adult has approved.
- We send e-mails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone, or talk to anyone, we don't know.
- We do not open e-mails sent by anyone we don't know.
- We do not use Internet chat rooms.

Using eSchools

7. I promise to keep my password secret.
8. I know everything I do can be seen by my teacher.
9. We always follow the five golden rules of the school on the internet - "no swearing, teasing or name-calling"
10. We don't waste time with silly messages, blogs or chats.
11. We tell our teacher or parent if we think someone is breaking the rules.
12. We click "report this" if we get a message that breaks the rules.

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