

# Accessing Our Parent Portal

## Your Account Details

We will initially generate an account for you using the email address you have provided to the school for communications.

When we do this, you will receive an email inviting you to create a password for your account.

Create a password and submit the form.

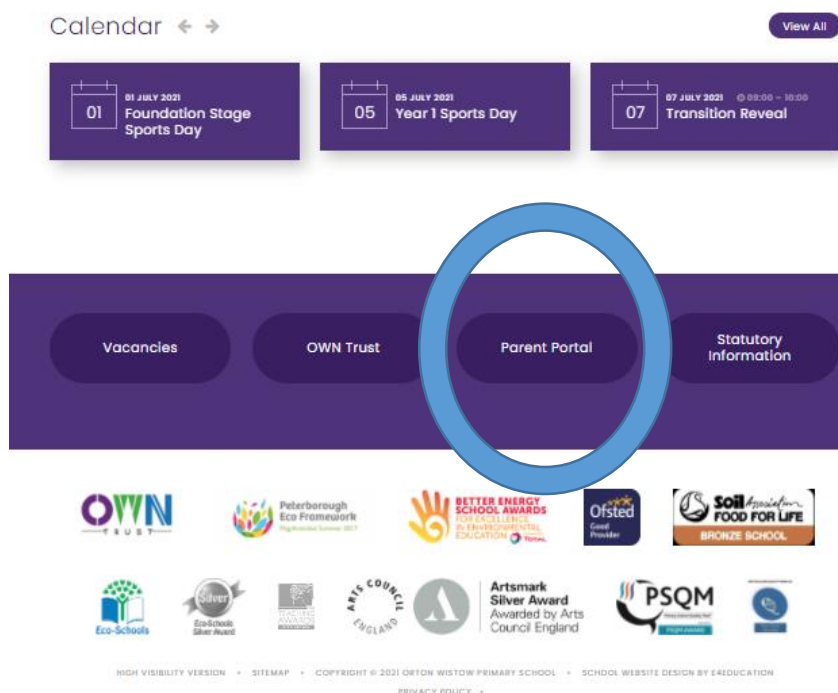
Then visit the OWPS website [homepage](#) to log in to the Parent Portal.

## Logging in


You can access our Parent Portal at any time using this link:

[Access the Parent Portal](#)

There is also a link on the [homepage](#) of our school website:



You will be prompted to log in by entering your email address and password. If you have not yet set your password, you can request a password reset email by clicking 'Forgot your password'. You should use the email address you have registered with the school.



Orton Wistow Primary  
School

Email Address

Password

Login

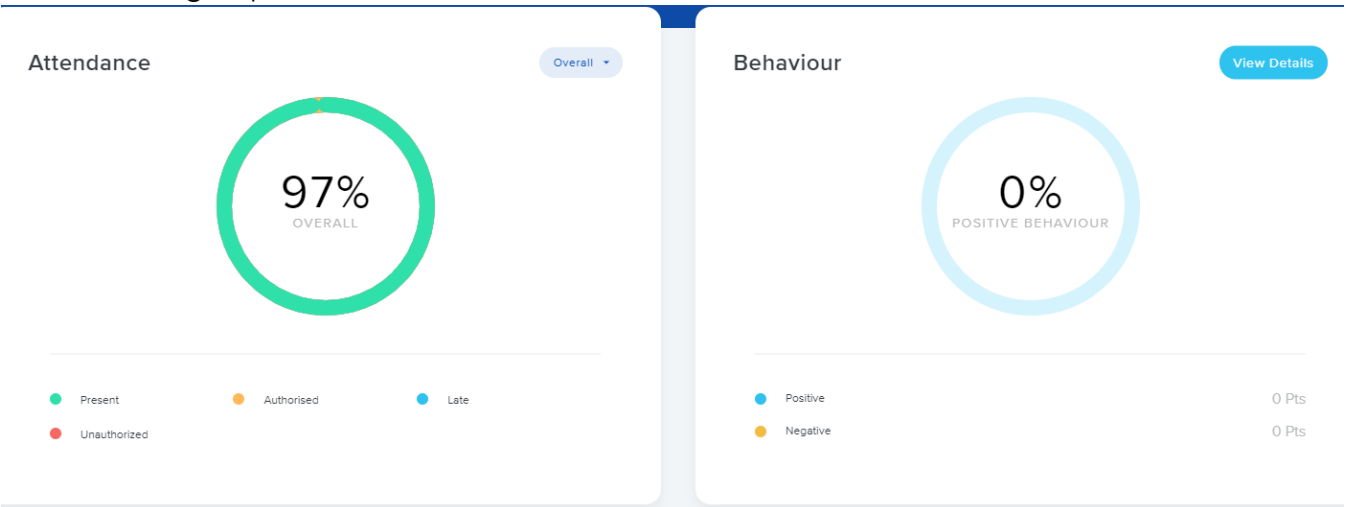
[Forgot your password](#)

## What you will see

You will now be in the Parent Portal. Once you are logged in you will be able to access information about your child(ren), communications from the school and other useful information we choose share, including future student reports.

### Dashboard

On the Dashboard, you will see the Attendance and Behaviour rings. Whilst the Attendance ring will reflect the live data on your child's attendance, we have opted not to use the Behaviour ring at present.



Therefore, the Behaviour ring will **not** reflect any of your child's behaviour points.

## Menu Options

You will also see a list of options on the left hand of the screen:

Orton Wistow Primary  
School

 Dashboard

 Communication

 Newsletters

 Student Reports

 School News

 Calendar

**Dashboard** – brings you back to the main screen with the Attendance Ring

**Communication** – here you can see all the emails that the school has sent you

**Newsletters** – all of the published newsletters are displayed here

**Student Reports** – any future reports for your child will be uploaded and available to read here

**School News** – see all the latest news articles from the School News feed of the website

**Calendar** – view the school calendar

**School Contact** – a quick link to our contact details

**Back to website** – takes you back to the OWPS website

**IRIS ParentMail** – a quick link to ParentMail

**Your Account** – here you can request to update your contact details

School Contact

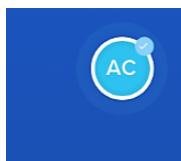
Back to Website

IRIS ParentMail

 Your Account

## Viewing more than one child's account

If you have more than one child at OWPS, you can access their information too.



Simply click on the circle that contains the child's initials on the top right hand side of the screen, and then the other children's names will appear.

Click on the child's name whose details you would like to see to view their information.

## Help

If you have any further questions, please contact the school office on 01733 370646 or email [office@owps.org.uk](mailto:office@owps.org.uk).