



# HOME SCHOOL COMMUNICATION POLICY

## **Brick Lane School**

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1	Guiding aim
<p><u><i>Class Dojo:</i></u> Brick Lane School is fully committed to improving communication with parents and carers of the children and young people. The use of Class Dojo aims to promote engagement by parents and professionals in positive communication. Research shows that schools improve when there is a strong connection with parents as part of the learning community.</p> <p><b>Aims:</b></p> <ul style="list-style-type: none"> <li>○ To ensure day-to-day class information is shared quickly and efficiently.</li> <li>○ Promoting class team and family relationships</li> <li>○ To celebrate and share pupils' achievements</li> <li>○ To maintain the community relationship between Brick Lane and families so that school continues to be an active presence in their lives</li> </ul>	<p><u><i>iSAMS Parent portal:</i></u> The role of the Brick Lane School Parent Portal is to have a hub of information from professionals and teachers across the school. The use of the Parent Portal aims to increase awareness of systems, policies and resources, as well as a secure form of communication and information exchange.</p> <p><b>Aims:</b></p> <ul style="list-style-type: none"> <li>○ To ensure key information relating to school life and events is shared quickly and efficiently.</li> <li>○ To have a secure electronic form system for parents to share consent and information with the school.</li> <li>○ To enhance the relationship between school and home by providing resources and information to support.</li> </ul>
2	Policy Rational
<p><u><i>Class Dojo:</i></u> Class Dojo is an online platform which offers many useful features including home/school communication, positive behaviour management and <b>class newsfeeds</b>. To ensure we can safely utilize what it has to offer, it is important that all users are aware of the expectations. Therefore, this policy seeks to provide staff, parents, and other key professionals with clear guidelines as to the way in which Class DOJO should be used, and ways in which it is managed.</p>	<p><u><i>iSAMS Parent portal:</i></u> iSAMS Parent Portal is an online portal which offers many features such as electronic forms, a hub for documents and useful information, a news story and bulletin, and more features to be rolled out throughout the year. Parent Portal will be used to share <b>school newsfeeds</b>. To make sure we are using the space effectively, all users need to be aware of the expectations and guidelines on the way in which the Parent Portal will be used and managed.</p>
3	What is it?
<p><u><i>Class Dojo:</i></u> Class Dojo is a communication platform that connects teachers with parents/carers. It enables teachers and parents to send and receive direct messages to share positive information, updates, photos and videos. Class specific information and announcements can be shared on the class story. Parents can respond with likes, comments and their own photos and videos, creating an interactive class community.</p> <p>In line with school policy, Class Dojo is also used to recognise skills and achievements. Pupils will be awarded <b>Dojo points</b> when they show positive behaviours i.e. sharing, asking for helping, teamwork and behaviours linked to our school values. Each class will collaboratively with pupils decide on what Dojo points can be awarded for (classroom rules) and what rewards they will like as a class.</p>	<p><u><i>iSAMS Parent portal:</i></u> Brick Lane's Parent Portal is an online platform that allows parents to easily view school information such as Term Dates, Review Days, Parent Workshop Resources and more. It is also a secure method for parents to be able to submit electronic forms for things such as medication, intimate care, dietary requirements, trip consent and photo permissions.</p> <p>Parent Portal is also a secure way for us as a school to communicate with home, either via emails, news posts or a daily bulletin.</p> <p>Parent Portal will be a key hub for parents to view information about the school, including key dates for events, coffee mornings, and student trips.</p>
4	Who can use it?

<p><u><b>Class Dojo:</b></u> At home, <b>Parents / Carers</b> can connect to the app. Parents/ Carers will need a device such as smart phone, tablet or a computer. The app can be set up to instantly translate into over 30 languages.</p> <p>At school, <b>teachers</b> will be the primary users of Class Dojo and will be responsible for setting up the class and using direct messages with the parents. This will be the case unless the class teacher is absent and then a <b>Teaching Assistant (TA)</b> will use direct messages, stating that they are messaging in the teacher's absence. TAs will also use the portfolios to share photos and general information about the day.</p> <p><b>Subject Teachers</b> (such as Art, Careers and PE) can be connected to classes to share information. Once connected they will also have their own direct messaging area.</p>	<p><u><b>iSAMS Parent portal:</b></u> The Parent Portal is a platform for Parents / Carers to have a centralized information hub regarding Brick Lane School.</p> <p>For <b>teachers and other professionals in school</b>, Parent Portal is a place to share resources and upload a hub of information to help support parents outside of school.</p> <p>Parent Portal will be <b>run by the Admin Team</b> in school, and information uploaded will be provided by them and other staff across the school.</p> <p>Parents can request for other family members to be added to their child's Portal by emailing the admin team with:</p> <ul style="list-style-type: none"> <li>○ The name of the person</li> <li>○ Their relationship to the child</li> <li>○ Their email address</li> </ul>
<p><b>5</b></p>	<p><b>Who can view the information?</b></p>
<p><u><b>Class Dojo:</b></u> There is different forms of communication and information sharing on Dojo:</p> <ol style="list-style-type: none"> <li>1. <b>Direct message</b> to specific professional i.e. class teacher, subject teachers and SMT</li> </ol> <p>The information exchanged in class private messages can only be viewed by the parents and the teacher or TA (in teacher's absence). Information exchanged in private messages with other professionals can only be viewed by parent(s) and those professionals.</p> <p>Other professionals that can have access at any time:</p> <ul style="list-style-type: none"> <li>○ Senior school management team (SMT)</li> <li>○ Designated safeguarding lead (DSL)</li> </ul> <ol style="list-style-type: none"> <li>2. <b>Class story</b> Class wide information sent by teachers in class story can be viewed by all the parents connected in that class. The class team will use this to update you on any information relevant to the class i.e. trips, achievements, changes.</li> <li>3. <b>School Story</b> School wide information sent in school story can be viewed by <u>all</u> parent(s) and professionals who have signed up to use Class Dojo. This section will be used the least, as relevant whole school information will be shared via iSAMS i.e. sports day, parent workshops, parents evening.</li> </ol> <p><b>A consent letter</b> must be signed by parents stating whether they allow their child to be present in any photos or videos that are shared with other parents of the class or school. Consent letters are shared via iSAMS Parent Portal.</p>	<p><u><b>iSAMS Parent portal:</b></u> The Parent Portal information can be viewed by certain groups / individuals, based on the sharing sub-section chosen by the school:</p> <ol style="list-style-type: none"> <li>1. <b>All</b> Information that is relevant to all children such as term dates, policies, Parent Workshops etc. will be shared to all parents so that the resources can be used.</li> <li>2. <b>School Year Specific</b> Information / Resources that only apply to certain Year Groups (e.g. Year 8 Vaccinations) will be shared only to parents within that category. This is so the information you receive is streamlined and always relevant to you.</li> <li>3. <b>Class Specific</b> Information and resources that are only relevant to certain classes (e.g. consent for a class trip) will only be shared to parents of that class as to not cause confusion and streamline relevant information.</li> <li>4. <b>Individual Pupil Specific</b> Information and resources that are only relevant to your child (e.g. Remote Learning resources) will only be shared with you so they can be individualized and access by the correct parents.</li> </ol> <p>The Admin Team are responsible for uploading information passed on by the wider school team and any other professionals to the Parent Portal.</p>

6	What can it be used for?	
<u><i>Class Dojo:</i></u> Class Dojo will be used to share positive experiences in or out of school. It will be used to share daily information, successes, positive photos, videos or observations. Class story can also be used to share announcements relevant to the whole class, such as trips, timetables, lunch, changes etc.		<u><i>iSAMS Parent portal:</i></u> The Parent Portal will be used to share information regarding upcoming events hosted by the school, share any relevant news with parents, and upload resources to support parents and students outside of school.  The Parent Portal will also be used to upload Remote Learning to those who have requested it. This can be to cover either a short or a long-term absence from school. To request work, parents and carers will need to talk to their child's form teacher, and work will be made accessible to you via the 'Documents & Files' section of the Parent Portal
7	What <i>is it <u>not</u></i> used for?	
<u><i>Class Dojo and iSAMS Parent portal:</i></u> Both platforms cannot be used for parents to <b>report</b> : <ul style="list-style-type: none"><li>○ absences</li><li>○ lateness</li><li>○ appointments during school hours</li></ul> Parents must follow school policy by <b>calling</b> the school office to report these.  Both platforms cannot be used to ask about and <b>share concerns</b> . This includes any first aid, behavioural incidents or safeguarding concerns. Parents must follow the <b>school policy</b> by calling the office and arranging to speak to the relevant person to report or discuss any concerns (See Safeguarding policy). Teachers must call parents / carers to ask or share information about any incidents or concerns, i.e. first aid has been given, incident occurred onsite or behaviour that challenges us. DOJO points will not be taken away for incidents or concerns.  Both platforms cannot be used to raise a <b>complaint</b> . There are 3 stages of Complaints, and according to which stage will navigate if complaints should be raised in person, by telephone or in writing. For more information, please refer to Brick Lane School's complaint procedure found on the school website.  <u>Important:</u> Please be mindful of sharing photos/videos with friends and family and posting photos/videos from Class Dojo on social media that may include staff and other pupils. Speak to your Designated Safeguarding Lead for any online safety advice. Brick Lane School is not responsible for any photos/videos that are taken from the app and shared.		
8	Professionals' responsibilities	
<u><i>Class Dojo:</i></u> <b>School</b> <ul style="list-style-type: none"><li>○ It is Brick Lane school's responsibility that all staff have access to the <b>Class Dojo policy</b>.</li><li>○ It is the professional's responsibility <b>to respond</b> appropriately to direct messages using Class Dojo at a time that does not interfere with teaching responsibilities.</li><li>○ It is the professional's responsibility to <b>check the consent</b> information about a child before sharing a photo/video in class or school stories.</li><li>○ Nobody should respond to messages <b>outside of working hours</b> weekdays and should not access Class Dojo at weekends or during the school holidays</li></ul>		<u><i>iSAMS Parent portal:</i></u> <b>School</b> <ul style="list-style-type: none"><li>○ It is Brick Lane school's responsibility that all staff have access to the Parent Portal policy.</li><li>○ It is the responsibility of all staff to share relevant information with the Admin Team to be uploaded onto the Portal.</li><li>○ No staff member should access Parent Portal on a device that is <b>not</b> a Brick Lane School computer / device.</li></ul>

<ul style="list-style-type: none"> <li>○ Nobody will use or access Class Dojo on <b>their personal devices</b> such as mobile phones or computers. <i>Class Dojo</i> can only be accessed on school IT equipment whilst inside Brick Lane School.</li> </ul> <p><b>Class Teacher responsibility:</b></p> <ul style="list-style-type: none"> <li>○ To ensure that they are responding to direct messages.</li> <li>○ To ensure that TAs share information in the students' portfolios or class stories.</li> <li>○ To ensure that information with parents is being shared at an appropriate time that does not interfere with their wider responsibilities. For example, it is not appropriate to send messages during a lesson.</li> <li>○ To discuss what type of information the parent would like to receive, e.g. lunch.</li> <li>○ To use an alternative form of home school communication if a parent prefers not to sign up to Class Dojo.</li> <li>○ If a parent does not consent to student photos being shared. It is the class teacher's responsibility to ensure that their child is blurred/disguised in the photo/video.</li> <li>○ It is the teacher's responsibility or member of SMT team to telephone the parent/carer to let them know if their child has been injured or dysregulated. Such information should not be shared on Class Dojo.</li> </ul> <p><b>Teaching Assistant responsibility:</b></p> <ul style="list-style-type: none"> <li>○ To read and follow the Home School policy.</li> <li>○ To use direct messages in absence of the teacher. TAs must let a parent know it is them responding.</li> <li>○ To upload photos in student portfolio of a positive nature for example showing a pupil engaged in a learning experience, communicating or enjoying themselves. Photos of pupils upset or dysregulated are not appropriate.</li> </ul>	<p><b>School Admin Team</b></p> <ul style="list-style-type: none"> <li>○ It is the Admin Team's responsibility to share information provided by staff around the school to relevant parent via the Parent Portal</li> <li>○ It is the Admin Team's responsibility to pass on information gathered from the Parent Portal to relevant staff.</li> <li>○ It is the Admin Team's responsibility to support parents and carers to accessing the Parent Portal and to support if anyone has queries about the platform.</li> <li>○ It is the Admin Team's responsibility to seek consent from a parent before sending an educational photo/video which might include images of their child to all class parents.</li> </ul> <p><b>Class Teacher / Class Team</b></p> <ul style="list-style-type: none"> <li>○ It is the responsibility of the class team to pass on resources and information to the Admin Team so that they can be shared with Parents and Carers.</li> <li>○ It is the responsibility of the class team to collate any information received via the electronic forms so that it can be processed correctly.</li> </ul>
<p>9</p>	<p><b>Parents/Carers' responsibilities</b></p>
<p><u>Class Dojo:</u></p> <p><b>Parent/ Carer's responsibility:</b></p> <ul style="list-style-type: none"> <li>○ To regularly check their Class Dojo account to stay up to date with class specific information.</li> <li>○ To follow the relevant school policy if their child is going to be absent from school, late, has a medical appointment, or to share concerns and complaints.</li> <li>○ To respect the work of the class teacher, understanding that they are very busy throughout the school day with many demands on their time.</li> <li>○ To ensure that any photos sent to teachers are appropriate. This means that children who appear in the photos should be fully clothed.</li> <li>○ If a child arrives home from school and the parent would like to discuss an aspect of their appearance such as an unexplained scratch, they have a responsibility to call the school to speak directly with the class teacher.</li> </ul>	<p><u>iSAMS Parent portal:</u></p> <p><b>Parent / Carer's responsibility</b></p> <ul style="list-style-type: none"> <li>○ To complete relevant forms with crucial information i.e. medication, allergies, consent.</li> <li>○ To check the Parent Portal for any school wide news / calendar events / school resources that have been uploaded by the Admin Team</li> <li>○ To access "Remote Learning" when required</li> </ul>

10	Expectations	
<p><u><i>Class Dojo:</i></u> It is essential that parents and teachers have reasonable expectations:</p> <ul style="list-style-type: none"> <li>Teachers' working hours are 08:00-16:00, Monday-Friday, term time only. Professionals will only have access at these times.</li> <li>Teachers are in class teaching so may not respond to messages until the end of the day (3pm), if you need an immediate response please call the office.</li> <li>The needs of the class and time determine the number of photos/videos shared.</li> <li>Direct messages will be from the class teacher/subject (own threads) unless stated.</li> <li>Portfolios and Class story can be accessed by all staff connected to the class, including TA's.</li> <li>Please use positive language; any language deemed inappropriate will be recorded.</li> <li>When guidance isn't followed conversations/photos will be recorded separately and followed up according to school policy.</li> </ul>	<p><u><i>iSAMS Parent portal:</i></u></p> <ul style="list-style-type: none"> <li>Staff working hours are 8am to 4pm, Monday to Friday, Term Time only. Sometimes posts and resources may be scheduled outside of these times, but anything submitted through the portal will be collated by the Admin Team within these times.</li> </ul>	
11	How to set up - for parents	
<p><u><i>Class Dojo:</i></u> Parents will be sent a 'Quick guide to the use of <i>Class Dojo</i>' (Appendix A) and a letter/email with an invitation containing a unique code. Parents will need a device such as a smart phone, tablet, iPad or desktop computer in order to use Class Dojo. The app is compatible with both iOS and Android software. Parents will also need to be able to access the internet to be able to send and receive messages.</p> <p>There are 2 steps to connect via the app:</p> <ol style="list-style-type: none"> <li>Parents will receive an invite from their child's teacher with a unique code. This will either be sent in a letter or via email.</li> <li>Parents will need to download the app via the app store and sign up as a parent user. They will be prompted to enter the unique code as verification.</li> </ol> <p>To connect via the website:</p> <ol style="list-style-type: none"> <li>Go to <a href="http://www.Classdojo.com">www.Classdojo.com</a> and click 'signup'</li> <li>Click 'parent'</li> <li>Enter the unique code provided by your child's class teacher.</li> </ol> <p>Important: Parents must complete the <i>Class Dojo consent</i> letter on iSAMS Parent Portal stating whether they give permission for their child to be in photos/videos shared with parents in their child's class (class story) and parents in the school (school story). If permission is not given faced will be blurred/disguised.</p> <p>At the end of the school year, the class your child is connected with will be archived so that parents can still view the information shared. At the start of the school year class teachers will then add parents to their child's new class.</p>		<p>Parents will be sent an email via iSAMS with the instructions and log in details for them to access the portal. A separate how to guide has been made and is attached in Appendix D</p> <p>Parents must set up the web version of the Parent Portal before they can access Brick Lane School on the App version.</p> <p>Log ins are generated directly through iSAMS and are individualized per person, so cannot be shared. Log ins also time out within 48 hours, so parents may need to request new log ins to be sent.</p> <p>User guides can be found on the iSAMS website: <a href="https://public.isams.com/hc/en-us/categories/360003137237#360004703018">https://public.isams.com/hc/en-us/categories/360003137237#360004703018</a></p>



<b>12</b>	<b>End of year procedures</b>	
<p>At the end of the academic year class teachers will need to archive their class. This will ensure that parents can still access the information shared with them that year and professionals can retrieve the information if needed in the future. It will also save the students into the directory, so it is easier to create the new class and connect parents.</p> <p>To archive your class:</p> <ol style="list-style-type: none"> <li>1. Click the gear icon (desktop) or the three dots (app) on the class (top right corner)</li> <li>2. Click finish class/archive class</li> <li>3. Click archive class.</li> </ol> <p>Please ensure that you archive your class even if the students do not change.</p>		iSAMS parent portal will roll over with iSAMS roll over and parents will be automatically added to their new class in September
<b>13</b>	<b>Procedures for when a professional leaves the school</b>	
<p>If a teacher/professional leaves the school, their account will need to be deleted. Teachers/professionals can do this by first archiving their class (see section 14). They will then need to follow these steps:</p> <ol style="list-style-type: none"> <li>1. Log into the desktop</li> <li>2. Click on settings and account settings</li> <li>3. Select 'delete account'.</li> </ol>		Not applicable, only the admin team will have direct access
<b>14</b>	<b>Privacy</b>	
<p><b>A note from Class Dojo's founders</b></p> <p>That's why every Class Dojo product is designed to protect your privacy and security, and give you control over your information. Class Dojo Founders promises to you:</p> <ul style="list-style-type: none"> <li>• We don't share any of your information or students' information with advertisers or marketers.</li> <li>• We don't own anything you add to Class Dojo: you do.</li> <li>• We enable roster-backed single sign-on to control access to your school</li> <li>• We use the latest security best practices to protect you at all times.</li> <li>• We are compliant with COPPA, FERPA, and GDPR in Europe.</li> <li>• We will notify you if we make any changes to our practices.</li> </ul>		<p>Please click the link below to find out more about the iSAMS Privacy Policy:</p> <p><a href="https://www.isams.com/company/privacy/">https://www.isams.com/company/privacy/</a></p>

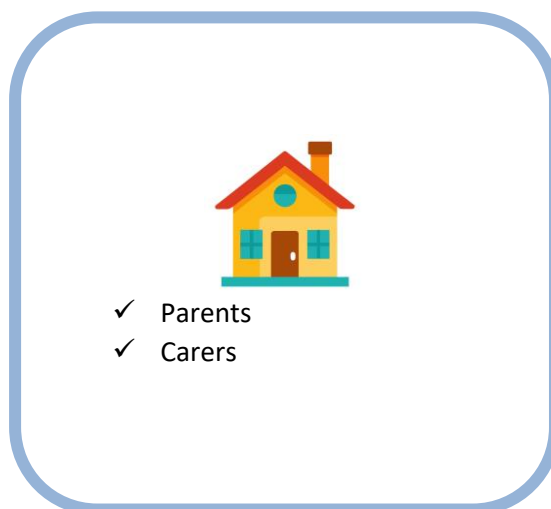


## Appendix A – Quick Guide Class DOJO (Parents)



### Welcome! Getting started with ClassDojo

Brick Lane school uses Class Dojo to allow Parents / Carers to have a window into their child's day at school. Parents with Class Dojo accounts can see Class Story and School Story (all of your classroom photos and announcements), feedback, and their child's individual Portfolio.



### Any device, any language

- Parents can use any device, **iOS or Android**, as well as their **computer** to connect!
- They can read all Class Story posts and direct messages in their preferred language instantly, with **automatic text translations in 35+ languages**.



### You're always in control



#### Your information is yours

ClassDojo never sells or rents your information to anyone - especially not to advertisers. We've committed to this in our Privacy Policy [here](#).



#### Full oversight and control

Teachers, parents, and students can access, modify and delete their information whenever they want to, as we say in our [Privacy Policy](#). They are also free to choose to discontinue use of ClassDojo anytime.



#### 12-month deletion policy

We delete students' accounts if they are inactive for more than twelve months and we automatically delete any feedback points after a year. Read more in our privacy policy [here](#).

## How to connect with your child's class

Your child's teachers will need to invite you to join their class. They can either invite you by text, email, or send home a parent code.

What Class DOJO **can** be used for:

- To share positive experiences in or out of school.
- To share positive photos or videos.
- To share success
- To update on class specific information i.e. trips, changes.

What Class DOJO **cannot** be used for:  
To report

- Absences
- Lateness
- Appointments
- Ask or share concerns
- To report complaints

**Important:** Please be mindful of posting pictures from Class DOJO on social media that may include staff and other students. Speak to the DSL for any online safety advice.

### Story Feed

- ❖ A Parent / Carer story feed includes Class Story, School Story, and Portfolio

### Points

- ❖ Parent / Carers can see the last two weeks of their child's DOJO points

### Messages

- ❖ Parent/ Carer will get a notification when a professional from Brick Lane school sends a message. You can read it, and reply by using the Messages Tab.
- ❖ With instant translation to 35+ languages, families can automatically receive messages in their preferred language.



#### Expectations:

**8AM – 4PM:** These are Teachers working hours. They will only have access at this time. They are teaching for most part of the day and may not be able to respond to messages until the end of the day.

**Urgent:** For anything urgent, please call the office.

**Language:** Please use positive language.

**Policies:** Please follow relevant policies which can be found on our website. In instances where this doesn't happen, the school will follow this up accordingly.

## Appendix B – Brick Lane School Quick Guide

**Teachers:** Direct messages, class story

**TAs:** Portfolio, class story and direct messages (only in teacher's absence)

**Other professionals:** Direct messages, class story or school story.

What Class DOJO **can** be used for:

- Sharing positive information e.g. topics of learning, trips
- Sharing success e.g. skills
- Sharing appropriate positive photos and videos
- Sharing event dates
- Sending reminders
- Sharing visuals regarding events and change i.e. social stories and trips
- Requesting information to personalise learning

What Class DOJO **cannot** be used for:  
To report

- Behaviour of concern
- Restrictive practice
- First aid concerns
- Asking for information from home about incident/ bruising e.g.
- Sharing photos/ videos of a student in negative light
- Sharing safeguarding concern

## Brick Lane School Responsibilities

- ❖ Following the Home School Communication Policy
- ❖ Teachers to respond to direct messages (unless absent).  
If TAs are responding to a message, to clearly identify this by ending the message with your name.
- ❖ To be aware of photo consent and share with all staff connected to the class
- ❖ To use individual Portfolio's to upload photos of success and work.
- ❖ To use at appropriate times, within your working hours of 8AM – 4PM
- ❖ Do not respond to messages or share information during teaching time / weekends / school holidays.
- ❖ Do not access from your personal device
- ❖ To use a paper diary/ e-mail if parents do not consent to using Class Dojo



## Appendix C – Teachers Guide- Inviting Parents Class DOJO



**ClassDojo**

### **Welcome!** Getting started with ClassDojo

ClassDojo connects teachers with students and parents to build amazing classroom communities. Check out these tips to help you get started!

#### **3 steps to getting started quickly!**

1. Download the app (Android or iOS) or go to [classdojo.com](http://classdojo.com)
2. Get set up by adding a class and students from the "School Directory"
3. Invite parents by clicking "Invite parents". Print invitations or send them by email

#### **Top tips from Teachers**

- ✓ Instantly say hello to all families by sending a Message
- ✓ Welcome students by posting a classroom photo on Class Story
- ✓ Give students ownership of the class culture by customizing skills together
- ✓ Let students show off their work by having them post to Portfolios
- ✓ Most importantly, have fun :)

#### **More Resources**

Free resources and  
classroom decorations

**[www.classdojo.com/resources](http://www.classdojo.com/resources)**



Faqs, support, and top ideas  
**[www.classdojo.com/support](http://www.classdojo.com/support)**

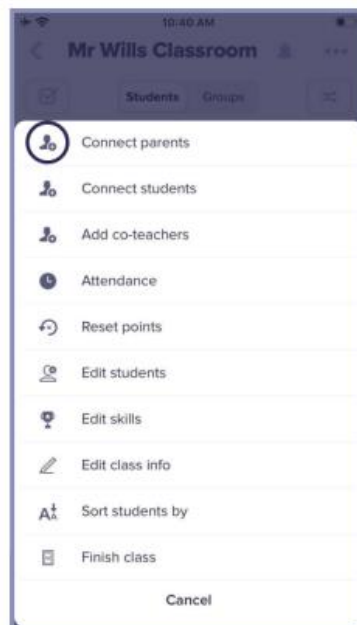
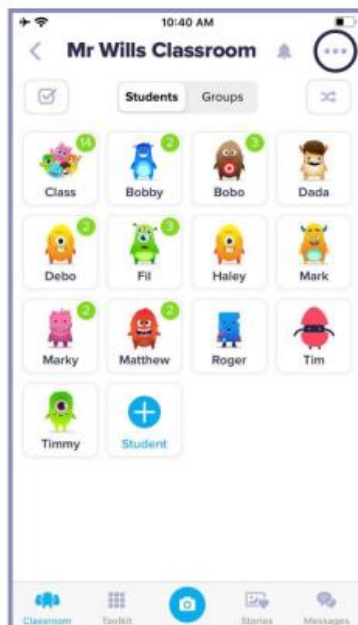
Thanks for reading! Learn more at

**[www.classdojo.com](http://www.classdojo.com)**

# How to easily connect parents as a teacher

Teachers can [invite parents to connect to their class](#) by email, text, sending home unique parent codes, or sharing their class link!

1. **On web** select **Invite parents** from the top of the class page.
2. **On mobile** select the top right **menu icon** and then **Connect parents**.



There are four invite options:

1. Enter the family member's **email address**
2. Enter the family member's **phone number (US only)**
3. Select [Individual Invites](#) which includes a "P" code that parents can enter into their account to connect to their child's class
4. Select [Class Link](#), which allows you to share a single link with all parents that invites them to connect to the class and their child. Parents will enter their child's name and the teacher will approve the parent's request or connect them to a different student.

Parents will be prompted to create a parent account with their email address if they haven't registered already. If they have an existing parent account, they can use that account to connect to the class.

## Add parent connections through your Directory

Verified teachers and staff can connect parents to students in the Directory:

- Search and **click on a student**
- Select **Connect a parent**
- Enter the **parent/guardian's email address**
- Repeat for multiple parents/guardians by selecting **Connect another parent**

## Appendix D – Parent Portal User Guide

The Brick Lane Parent Portal gives you everything you need to keep constantly updated on what goes on at Brick Lane. To set up your account and log in, please follow this guide, and if you have any questions, please email [bricklaneadmin@bricklaneschool.co.uk](mailto:bricklaneadmin@bricklaneschool.co.uk) or call 0207 186 0156, and we will be able to assist you 😊

*(Please note the link expires after 48 hours, so please let Admin know if you need the email resent)*

### **Step 1 – Welcome Email**

You will receive a welcome email to the portal via an iSAMS email (the address is [bricklaneoffice@bricklaneschool.co.uk](mailto:bricklaneoffice@bricklaneschool.co.uk)) which should look something like this:

**Parent Portal Joining Instructions**

Dear

We're proud to announce our Parent Portal is live! You'll be able to login and access school information and details of your son Leon's progress and performance, including downloadable school reports. What's more, with our mobile app, you'll be able to receive school info and notifications on the go.

**Create your account**

To set up your Parent Portal account, please complete the following steps:

In your desktop or mobile web browser, head to <https://bricklane.parents.isamshosting.cloud/>

1. Select **Create an account** in the top right corner.
2. Enter your unique credentials:
  - **Portal access code:**
  - **Portal access password:**
3. Enter your details, using the email address we have on file for you.
4. You'll be sent an automatic email to confirm your account.
5. Click the link in your email, and log in to the portal.

We recommend saving the Parent Portal as a **favourite** or **bookmark** in your browser, so it's easy to find whenever you need it.

**Get started with the App**

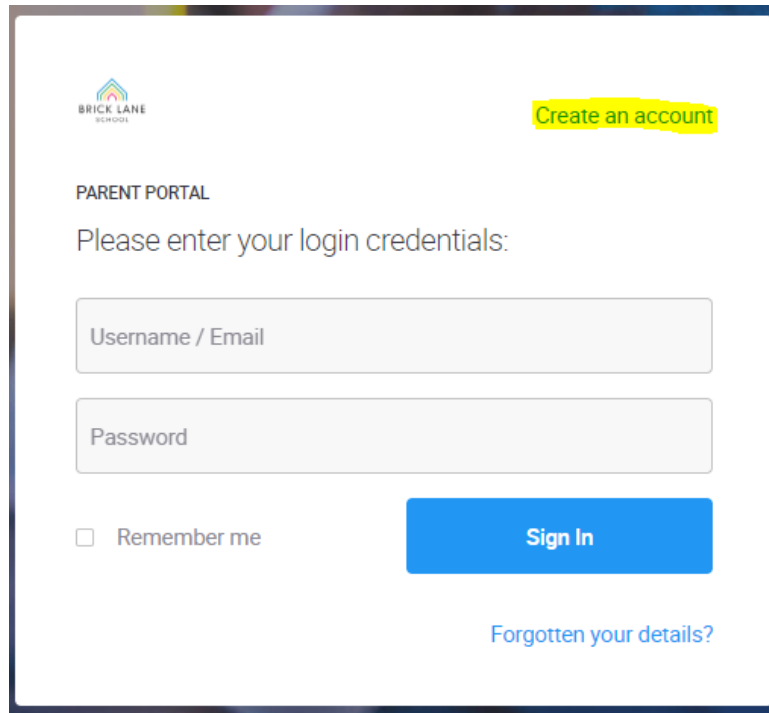
1. Head to your App/Play Store on your mobile device.
2. Search for and download the **iSAMS iParent App**.
3. When asked for a **School Code**, enter **BRLA**
4. Log in using your Parent Portal credentials

If you have any questions, please don't hesitate to get in touch.

### **Step 2 – Creating the Account**

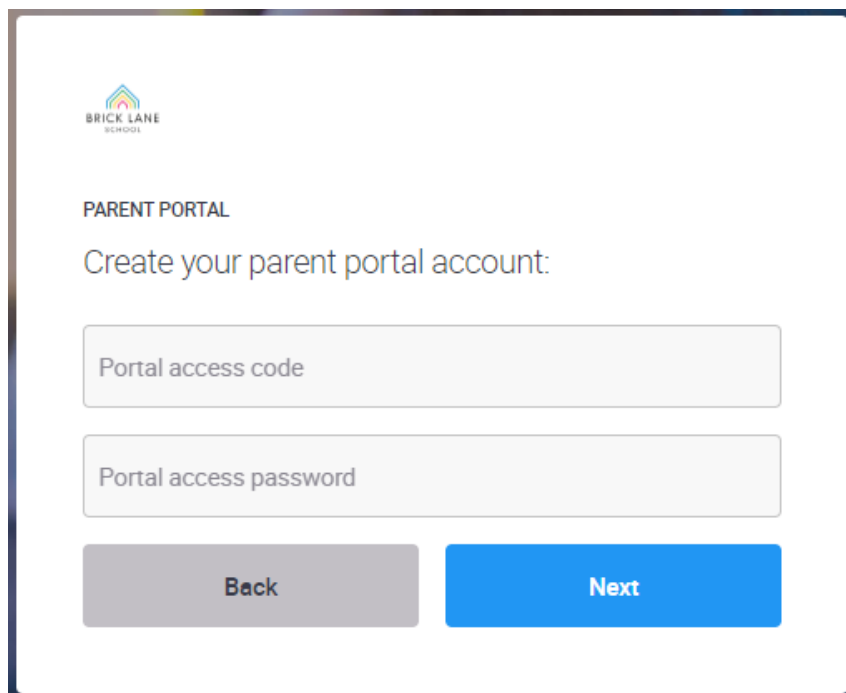


To create the account initially, you will need to access the web page version of the Portal. To do so, please go to <https://bricklane.parents.isamshosting.cloud/> where you should see the box below:



The screenshot shows the 'PARENT PORTAL' login page for Brick Lane School. At the top left is the school's logo. At the top right is a yellow button labeled 'Create an account'. Below the logo, the text 'PARENT PORTAL' is displayed. Underneath, it says 'Please enter your login credentials:'. There are two input fields: 'Username / Email' and 'Password'. Below the 'Username / Email' field is a checkbox labeled 'Remember me'. To the right of the 'Password' field is a blue button labeled 'Sign In'. At the bottom right, there is a blue link that says 'Forgotten your details?'.

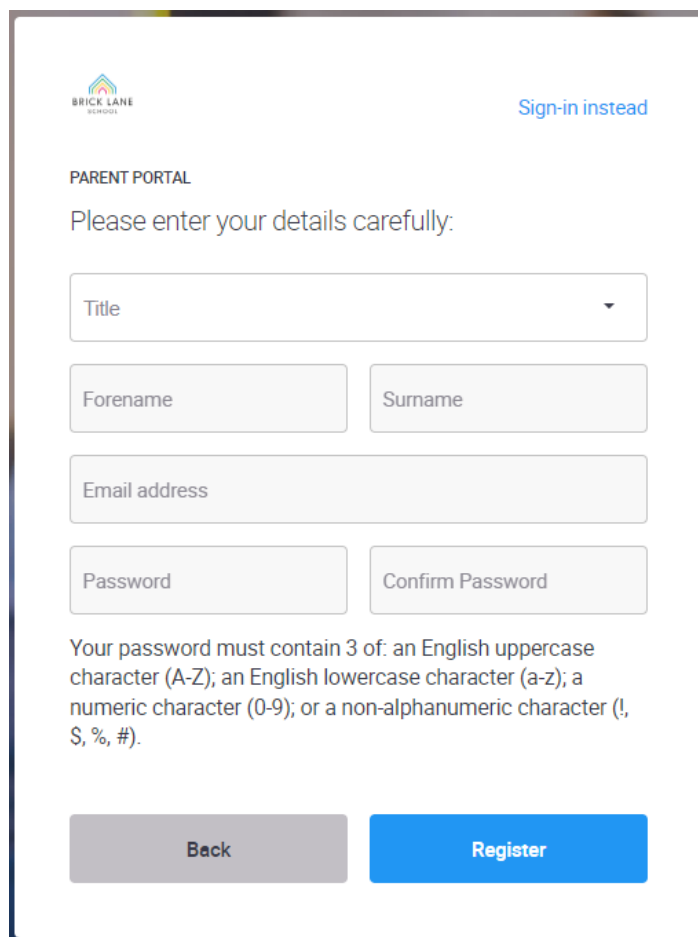
You will then need to click on the 'Create an Account' link highlighted in Yellow in the screenshot above, which will bring you to the page below:



The screenshot shows the 'PARENT PORTAL' account creation page for Brick Lane School. At the top left is the school's logo. At the top right is a yellow button labeled 'Create an account'. Below the logo, the text 'PARENT PORTAL' is displayed. Underneath, it says 'Create your parent portal account:'. There are two input fields: 'Portal access code' and 'Portal access password'. Below the 'Portal access password' field are two buttons: a grey button labeled 'Back' and a blue button labeled 'Next'.

In these boxes, please put the Portal Access Code and Portal Access Password that you received in the welcome email.

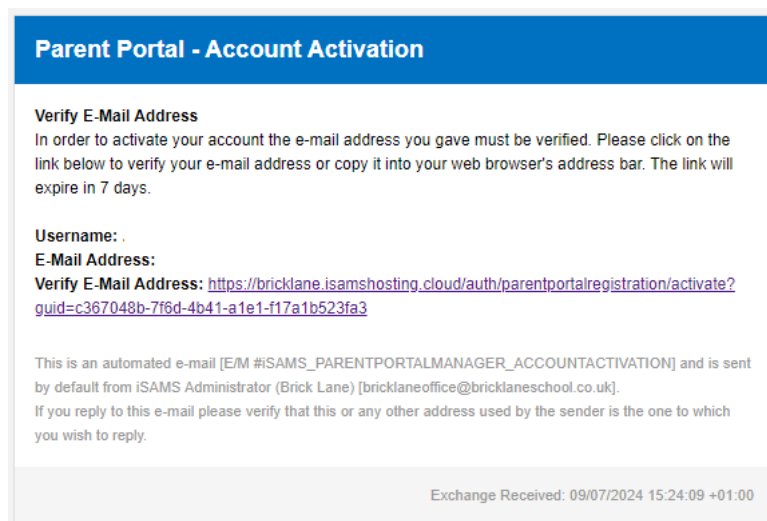
After filling this in, it will bring you to the page to fill in your details. Please make sure that this matches the email that the Welcome Email was sent to, as otherwise the system will not let you activate the account.



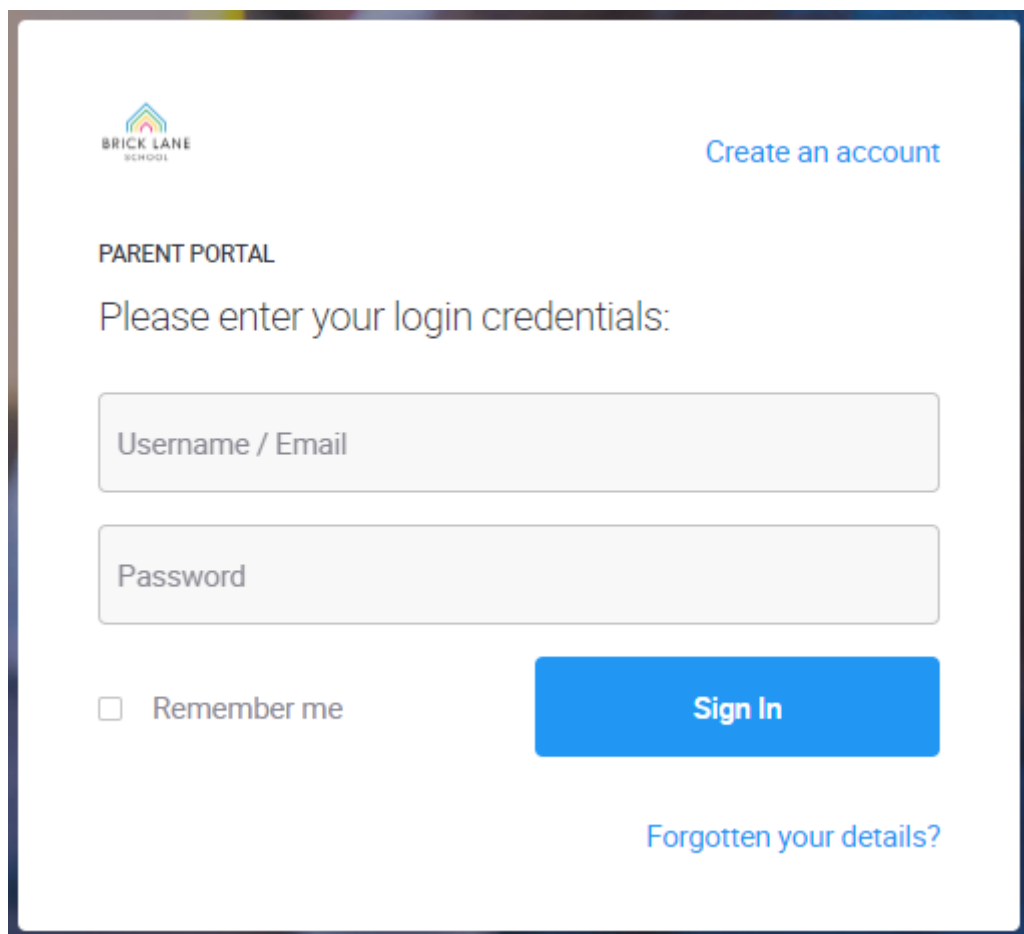
The screenshot shows a registration form for the Parent Portal. At the top left is the Brick Lane School logo, and at the top right is a link that says "Sign-in instead". Below the logo, it says "PARENT PORTAL" and "Please enter your details carefully:". The form contains several input fields: a dropdown menu for "Title", text boxes for "Forename" and "Surname", a text box for "Email address", and two text boxes for "Password" and "Confirm Password". Below these fields, there is a paragraph of text explaining password requirements: "Your password must contain 3 of: an English uppercase character (A-Z); an English lowercase character (a-z); a numeric character (0-9); or a non-alphanumeric character (!, \$, %, #).". At the bottom of the form are two buttons: a grey "Back" button and a blue "Register" button.

### **Step 3 – Verifying and finishing the set up**

After completing the set up, you will receive an email from iSAMS Administrator ([bricklaneoffice@bricklaneschool.co.uk](mailto:bricklaneoffice@bricklaneschool.co.uk)) with a verification link. This is to ensure that the account is linked to the correct email:



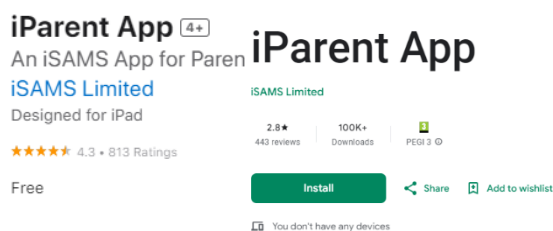
You will then be able to log in via the online portal following the link  
<https://bricklane.parents.isamshosting.cloud/>

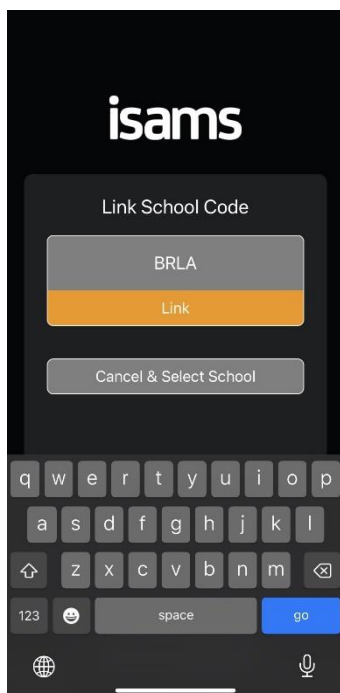


The screenshot shows the login page for the Brick Lane School Parent Portal. At the top left is the school's logo, and at the top right is a link to 'Create an account'. Below the logo, the text 'PARENT PORTAL' is displayed. The main heading is 'Please enter your login credentials:'. There are two input fields: 'Username / Email' and 'Password'. Below the 'Username / Email' field is a checkbox labeled 'Remember me'. To the right of the 'Password' field is a blue 'Sign In' button. At the bottom right, there is a link for 'Forgotten your details?'.

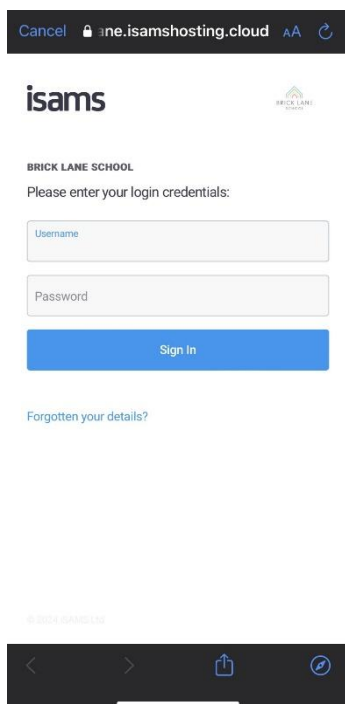
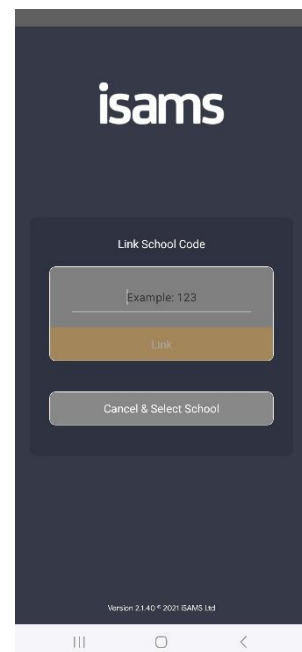
#### **Step 4 – Downloading and Setting up the iParent App**

Now that you have an account linked to the school, you will be able to log in via the app. The app currently doesn't have all the same features of the web page, but you can still get most of the same features. To access the app, go to the App Store (Apple) or Play Store (Android) and search for 'iParent App'





Once Downloaded, it will ask you for a 'School Code'. This links you to the School to be able to log in. The school code for BLS is '**BRLA**'



Once linked, it will bring you to the log in page, which is where you put the email and password that you set up via the web page.

