



Varndean PLUS Introduction

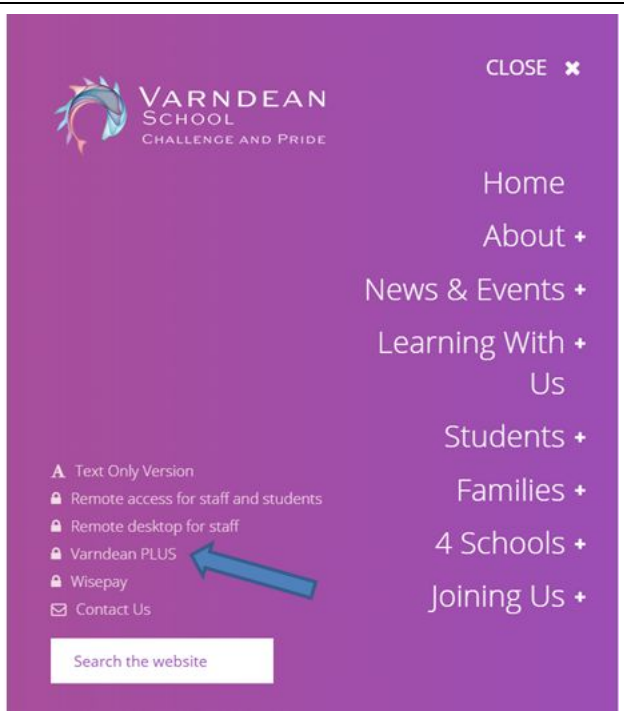
How do I register my child with Varndean School?



At Varndean we use Varndean PLUS (Parent and Learners Unified System) to share information with you. We would like to introduce this to you so you can confirm your child's details and agree to the conditions for accepting a place with us.

To use the system we need a current email address for every person with parental responsibility for your child. We will then email each contact a username, usually your email address, and you can then request a password reset. This will give you access to the basic Personal Details we currently have for your child. This information was shared with us by the Local Authority, usually from your child's primary school. We have already updated these email addresses, where you have given us an update. We now require some further registration details and your agreement to the Varndean School Home/School Agreement and ICT Acceptable Use Policy. We will also ask you for your consent to a variety of options for your child in the brochure shared with you today..

Where do I find Varndean PLUS?



Please see the quick link on our website.



This is the page you will see when you login into the system for the first time. It's called Personal Details and usually sits under the General tab.

STUDENT NAME | General | User id

Student details

Chosen name: [redacted]	Legal name: [redacted]
DOB: 09/02/2006	Age: 11 years, 1 month
Tutor: [redacted]	Reg Group: [redacted]
SEN status: N - No Special Educational Need	Year Group: 07
House: [redacted]	Ethnicity: [redacted]
Country of birth: [redacted]	National identity: Not specified
Nationality: [redacted]	Gender: Male
Dietary requirements: Not specified	First language: Spanish
Home language: Not specified	Religion: Christian
Free school meals: No	Admission number: [redacted]

Home address: Flat 2, [redacted], Brighton, United Kingdom

Student's own contact details: We use their Varndean student Gmail account here.

Contact details

Priority	Name	Relationship	Parent	Notes
1	[redacted]	Mother	✓	[redacted]
			✓	[redacted]
			add a telephone number	[redacted]
			✓	Added by insight

Many of the fields are editable and some feature drop down lists for you to choose from. Some fields are restricted and only an administrator can update these, for example Student DOB, Gender, User ID and Free School Meals. If there is information you need us to change there is an email option at the end of the screen.



This page also has some important check boxes for you to agree to the key School policies and parental consents. These will be shared with you as a brochure and will also be online for reference. It is important that you read and agree to our policies and consent where applicable.

Contact details

Priority	Name	Relationship	Parent
1	[Redacted]	Mother	<input checked="" type="checkbox"/>

Notes

- [Redacted]
- add a telephone number
- [Redacted] Added by Insight

Parental consent

Acceptance of data usage agreement, 03/2017	<input type="checkbox"/>	Acceptance of Parental Declaration	<input type="checkbox"/>
Copyright Permission	<input type="checkbox"/>	Data Exchange	<input type="checkbox"/>
Home School Agreement	<input type="checkbox"/>	Internet Access	<input type="checkbox"/>
On / Off site after school sports 2016-17	<input type="checkbox"/>	Paracetamol consent	<input type="checkbox"/>
Photograph Student	<input type="checkbox"/>		

Medical details

Medical Practice:	Not specified
Medical Conditions	None (21 March 2017)
Medical Notes	Click to add a note

Inform us by email

Please email us with any further information to support your child, in particular if there are any outside agencies working with your family or any additional support needs.
Click here to inform us of details concerning the following: Addresses, Telephone Numbers, Email addresses, Personal Attributes.

Screen showing Parental Consents and Medical information. There is also a box here that enables you to contact our safeguarding manager with any further information pertaining to your child by clicking on the word **HERE**.



Live Demonstration

[Demonstration site](#)

National identity: Not specified
Gender: Male
First language: Spanish
Religion: Christian

Students own contact details:

Country of birth

New Country of birth: Mexico

- Lesotho
- Liberia
- Libya
- Liechtenstein
- Lithuania
- Luxembourg
- Macao
- Macedonia
- Madagascar
- Malawi
- Malaysia
- Maldives
- Mali
- Malta
- Marshall Islands
- Martinique
- Mauritania
- Mauritius
- Mayotte
- Mexico

Dietary requirements

New Dietary requirements:

- Artificial colouring allergy
- Gluten free
- Halal
- Kosher foods only
- No Beef
- No dairy produce
- No nuts of any type/quantity
- No pork
- Pescatarian
- Seafood allergy
- Vegetarian
- Wheat Intolerance

Ok Cancel

First language

- Geethan(Marwari)
- Refused
- Romani (International)
- Romanian
- Romansch
- Romany/English Romanes
- Ruyakere
- Rusian
- Samoan
- Sango
- Sardinian
- Scots
- Serbian/Croatian/Bosnian
- Shona
- Shikha/Choko
- Shona
- Sidamo
- Sign Language (Other)
- Sindhi
- Sinhala
- Slovak
- Slovak
- Slovenian
- Somal
- Somali/Sesotho
- Spanish
- Sundanese
- Swahili/Kiswahili
- Swazi/Swati
- Swedish
- Tagalog/Filipino
- Tamil
- Telugu
- Tenne
- Tepic/Kesw
- Thai
- Tibetan
- Tigre
- Tigrinya
- Tiv
- Tok Pisin
- Tonga/Chitonga (Zambia)
- Tongan (Cookes)
- Traveler Irish/Sheeta
- Tswana
- Tswana/Setswana
- Tulu
- Tumbuka
- Turkish
- Turkmen
- Ukrainian
- Umbundu
- Urdu
- Urhobo-Ikoku
- Uyghur
- Uzbek
- Venda
- Vietnamese
- Vijaya/Bijaya
- Wakanda (South-East Asia)

1. Country of Birth is an editable field...if you start typing u for UK for example it will take you down the list to the first county beginning with u, in this case Uganda so there is less scrolling. If you would rather not share this information with the school please enter REFUSED. The data is used in school for cultural awareness and diversity monitoring. We also report on this anonymously to the LA and Dept for Education who monitor the school population.
2. Ethnicity is the same style of drop down. OK to accept selection.
3. Nationality is a different drop down list - it has boxes to be ticked and you MUST ALSO SCROLL to the bottom to select OK to process the selection. Note Nationality provides a list of nations, so United Kingdom rather than British for eg
4. Dietary requirements is also this style of drop-down box. And requires and tick and then an OK to accept.
- 5 Language lets you type and select as with Country of birth - slightly easier to navigate around.
6. Medical Practice shares a list of local practices to choose from. If yours is not there please tick unknown and email us the details at the end of the screen.
7. Medical conditions - please choose from the list. Select NONE or OTHER if not listed. Then use the next field to supply details if required. This information helps our medical officer assist students appropriately should they fall unwell at school.
8. Medical information should include any details to help us support your child's health. Please let us know if they bring any medication into school, eg asthma inhalers, insulin etc. Let us know if they keep this on their person or would need to keep this in our medical room (especially if it requires refrigeration). Also please let us

know if your child has a severe allergy we might need to manage in school.

This is the page where you will edit your personal details.

STUDENT NAME General User id

Student details

Chosen name: [redacted] Legal name: [redacted]
 DOB: 09/02/2006 Age: 11 years, 1 month
 Tutor: [redacted] Reg Group: [redacted]
 SEN status: N - No Special Educational Need Year Group: 07
 House: [redacted] Ethnicity: [redacted]
 Country of birth: [redacted] National identity: Not specified
 Nationality: [redacted] Gender: Male
 Dietary requirements: Not specified First language: Spanish
 Home language: Not specified Religion: Christian
 Free school meals: No Admission number: [redacted]

Home address: Flat 2 [redacted]
 Brighton [redacted]
 United Kingdom [redacted]

Student's own contact details: We use their Varndean student Gmail account here.

Contact details

Priority	Name	Relationship	Parent	Notes
1	[redacted]	Mother	✓	[redacted]
			✓	[redacted]
			add a telephone number	[redacted]
			✓	Added by insight

Changing addresses and telephone numbers are straightforward. Please **ignore student phone and email** details as the school will only contact students via their school email accounts and we will upload these in bulk when they are enrolled in year 7 from September.

Make sure the ADDRESS for the student is accurate.

THEN EDIT your Address/ TELEPHONE NUMBER/ EMAIL ADDRESS. Most school communication is via email but if your child is ill or there is a specific query or piece of information that concerns your child alone a text or phone call home maybe made.

You can add additional phone and email addresses but please let us know which is the **main** number and the type of information - eg home, mobile or work number.

Please also specify why you are amending your details from the drop down - eg error correction, moving etc.

Please then enter your medical practice from the drop down list. Select any medical conditions. Also add any further information about your child's medical needs.



All fields are editable by clicking on the address, tel or email

Change address

Apartment: House name:

House number:

Street:

District:

Add telephone number

Add a telephone number for Ms Michelle Asbury

Device:

Location:

New number:

Main:

Change email address

Change email address for Ms Michelle Asbury

Old email address:

New email address:

Reason for change:

You can also add a phone number and email address, amend those we have by clicking the appropriate boxes.

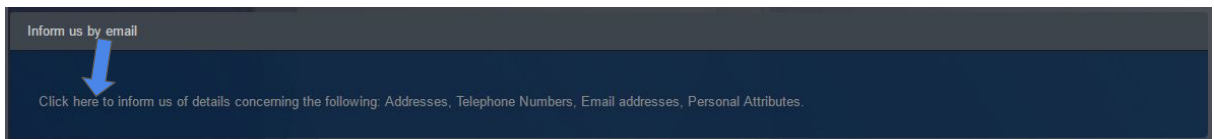
NB Please make sure your cursor is at the beginning of the box before you start typing as it will limit the number of characters.



Any additional information

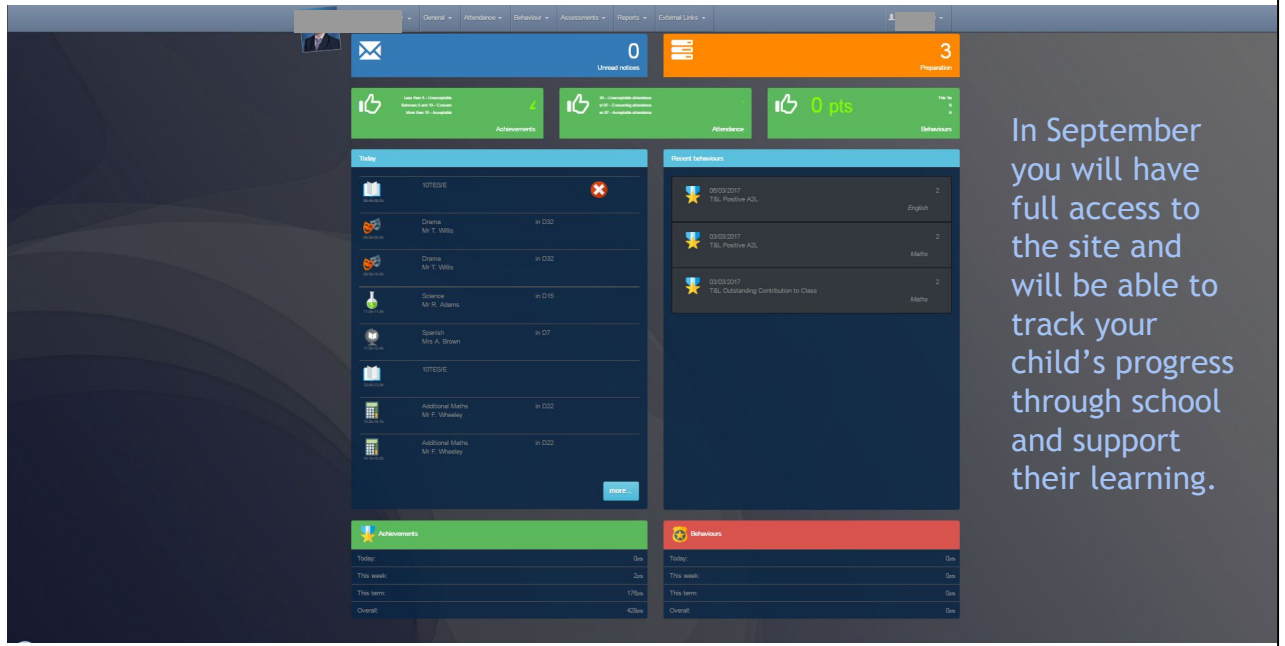
Use the **Inform us by email** option to notify us of any additional support needs your child may have. Click the word [here](#)

Examples include, special education needs, please list any professionals involved with your child (Educational Psychologist, CAMHS, Speech Therapist, Social Worker etc) and if your child has any involvement with an ITF worker, the Early Help Engagement Team, a Child Protection Plan, Child in Need Plan or Team around the Family (TAF). If they are or have ever been in local authority care, adopted or have a special guardianship or residence order, are in foster care or a young carer themselves. If there are any concerns or information that you wish to share with us that might help us better support your child, please use this means to **securely inform our safeguarding manager**.



You will notice a slight delay when you click OK to submit each item as it **saves** each edit as you go. You do not therefore need to submit the changes at the end or save changes, as this will have been actioned as you proceed through the form, provided you clicked OK.

Snapshot



The screenshot displays a user interface for a school's parent portal. At the top, there is a navigation menu with tabs for 'General', 'Attendance', 'Behaviour', 'Assessments', 'Reports', and 'External Links'. Below the menu, there are three summary cards: 'Unread notices' (0), 'Preparation' (3), and '0 pts'. The main content area is divided into several sections: a 'Today' timetable listing subjects like DT, Drama, Science, Spanish, and Additional Maths; a 'Recent behaviour' log showing dates and descriptions; and two summary tables for 'Achievements' and 'Behaviour' with columns for 'Today', 'This week', 'This term', and 'Overall'.

In September you will have full access to the site and will be able to track your child's progress through school and support their learning.

See homework set, called Preparation at Varndean School, attendance, timetable, achievement and behaviour logs, calendars, school reports and termly assessments.