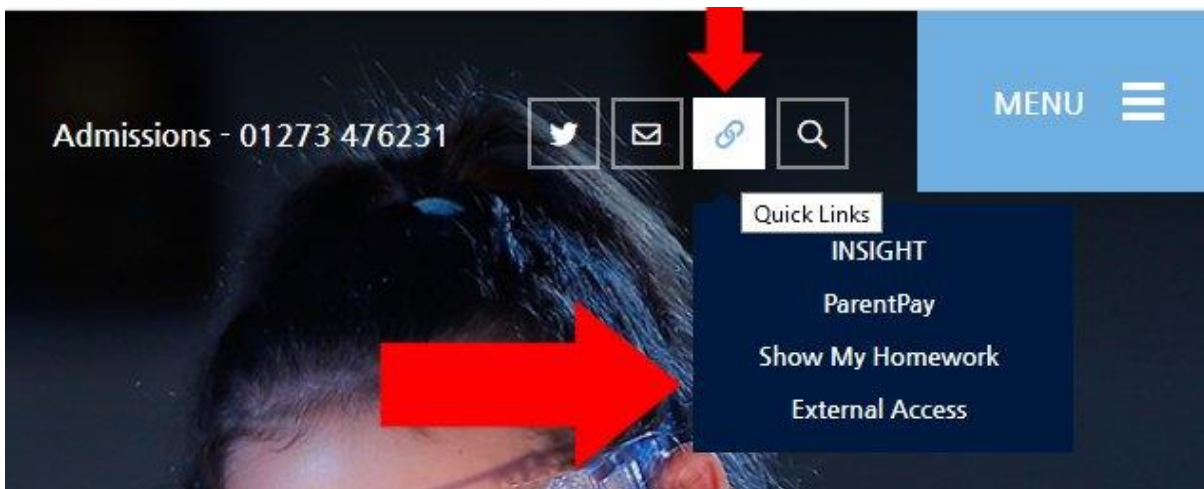




## External access via the Priory School website :

### A guide for Parents and Carers

This is a brief guide to the external access we offer.  
Please email [webmaster@priory.e-sussex.sch.uk](mailto:webmaster@priory.e-sussex.sch.uk) for further details.



As well as ParentPay, this Quick Links menu on our home page contains three other links for the convenience of parents and carers :

#### Insight

*This is our site offering you online access to the data we hold on your children such as attendance, achievement and assessment. You can browse it at any time but also you may sometimes be prompted to do so - for example, if your child is awarded a House Point, the email notification you receive will contain a link to Insight so that you can check further details. Insight is a secure site so you'll need the username and password issued to you by the school.*

#### Show My Homework

*This is our online homework calendar. The easiest way to use SMHW is to log in as your child – you'll need the username and password that they use in school. You can also log in as yourself using the email address you have supplied to the school - or without logging in, just use the easy drop-down menus to filter by teacher, subject, class or year. Each entry describes what is expected and a due date. Sometimes there will be a downloadable resource such as a worksheet to complete. Occasionally (for example, if it's large or covered by copyright) that resource may need to be downloaded separately from the Student Shared Area – see below under "Your Documents".*

## **External Access**

This leads to a selection of links for your child to use :

### **Your Email**

*This link allows your child to access their school email account. They need to use this if they want to contact a teacher, for example to discuss their homework. This is a secure system so they need the username and password that they use in school.*

### **Your Documents**

*This link allows your child to access both their own space on the school network (where they keep their own files) and the Student Shared Area (where teachers may put resources such as worksheets). This is a secure area so they need the username and password that they use in school.*

### **Your O365 Account**

*This link allows your child to access their school Office 365 account. This is a secure system so they need their school email address and the password that they use in school.*

# HOW EXTERNAL ACCESS WORKS

