

9 October 2018

Dear Parent/Carer,

Communicating with parents is an important part of what we do and we want to ensure that you receive the best possible experience when using our communication systems. We communicate through two systems, **Progresso** (previously referred to as Parent Portal) and **ParentMail**. Below is a brief explanation about each system and how we use them.

ParentMail

ParentMail is used to send messages about your child either via email or text. ParentMail also has an App on Android and iOS which provides notifications whenever we send you a message and allows you to view all previous messages we have sent.

If you had a child at the Academy last academic year, you will have already received an email inviting you to sign up to ParentMail. If you have not signed up yet and would like to then please contact reception (admin@thebourneacademy.com), who will arrange for the signup link to be resent. For all other new parents, you will receive an email this week inviting you to register for an account.

Progresso (Previously Parent Portal)

Through Progresso, you will be able to access the following information about your child:

- Timetable
- Attendance
- Assessment & Attitude to Learning Data for KS4 and KS5
- Attitude to Learning Data for KS3
- Reports and letters

To access Progresso, visit the school's website (www.thebourneacademy.com) and click the "Progresso" link in the top right.

Changes to Progresso Login

Starting this academic year we are changing how we provide you with login details to Progresso. All parents/carers will receive an email from Progresso in the next couple of weeks inviting you to register for an account. We will communicate to you, via ParentMail, when to expect this email closer to the time. Once you have registered, you will then be able to login and view information about your child. In addition if you forget your password, you will now be able to instantly reset it via the Progresso website.

We hope these changes help you better access the information we provide about your child and clarify what each of our communications system do. Should you have any further questions, please do not hesitate to contact us.

Kind Regards,



Steve Saywell
Network Manager

Principal: Mr Mark Avoth

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