



HARRODIAN

Parent Guide to School Communication

Effective communication is vital in running a successful school and Harrodian uses several channels to make sure important information is disseminated to parents. Each of these channels fulfil a different purpose and some, because of the nature of the data they hold, require a password for access. This guide has been produced to assist parents in finding the information they are looking for.

Much of what is described here are new industry leading systems and all are under development by the school. We understand that we must continue to build effective communication both internally and externally. We therefore recognise the importance of listening to our community. Please browse all the descriptions below and should you have any questions, requests or feedback, feel free to contact Captain Rob Stewart (Head of Seniors) on rstewart@harrodian.com.

The Harrodian Website – www.harrodian.com

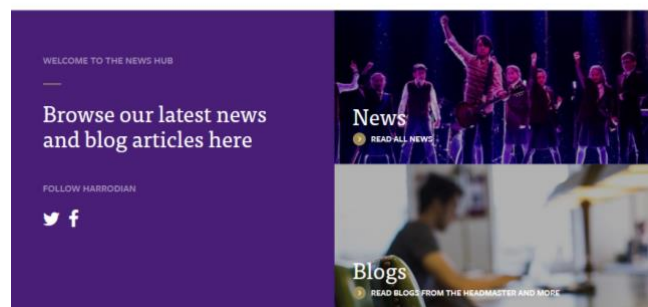
The new website is a central hub for school communication and contains a wide range of general information for parents. To access useful information such as term dates, click on *Practical Info* (<http://www.harrodian.com/practical-information>). There is a further sub-section within this area entitled *Parent Information* where you can access and download a copy of the Parent Handbook, find information about sports kit, dress codes, staff contact details etc.

News Hub: www.harrodian.com/news-hub

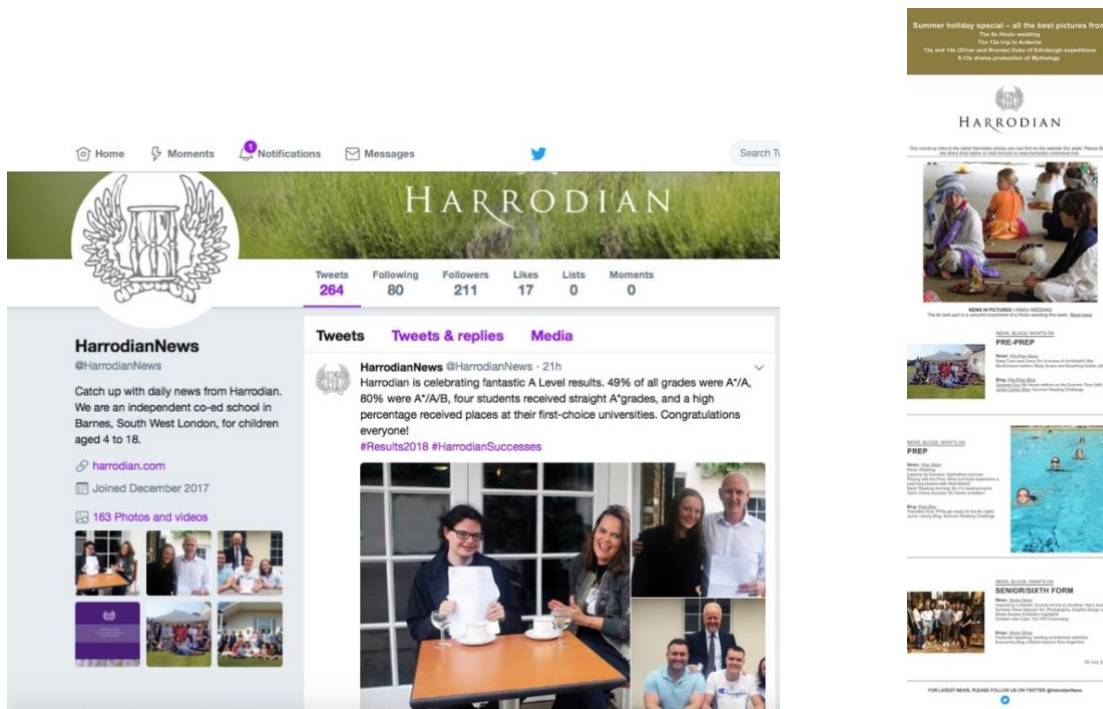
Our News Hub is where all our latest activity, events and celebrations are posted.

News Hub

Browse all Harrodian on-line news, media galleries and printed outputs below
Read about Harrodian achievements, events, trips and more, as well as viewing blogs from the Headmaster, from our Heads of School and individual departments. Or use the links to download our printed Newsletters online.



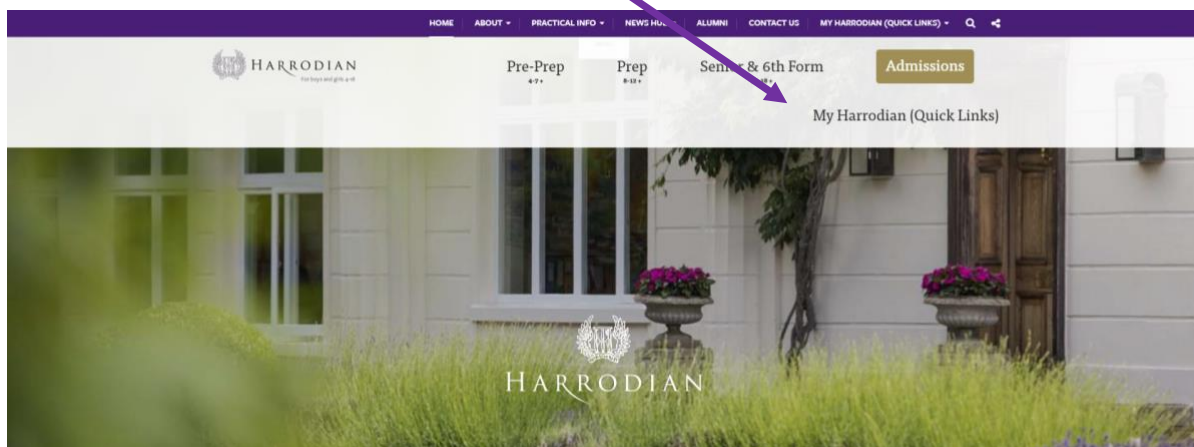
Daily news updates are featured alongside photos on our Twitter feed @HarrodianNews. Make sure you follow us at [https://twitter.com/HarrodianNews!](https://twitter.com/HarrodianNews)



Also expect to see some of the highlights from the week in a mailing sent out on Fridays. The Website Team collate events, activities and stories in photographs, films and words to enable you to get a flavour of what has been taking place in our busy school.

My Harrodian (Quick Links) – www.harrodian.com

The website is also a place where you can find links to the other information channels listed below. A single ‘click’ on *My Harrodian (Quick Links)* will take you to a list of all these areas.



The Quick Links give pupils, parents and staff easy access to school emails, the Parent Portal (Edulink), Harrodian Fixtures (Sports), Intranet and the Parents’ Evening Booking System.

My Harrodian (Quick Links)

My Harrodian is where only our pupils, their parents and staff can access the following information:

School Email
exchang2.harrodian.com

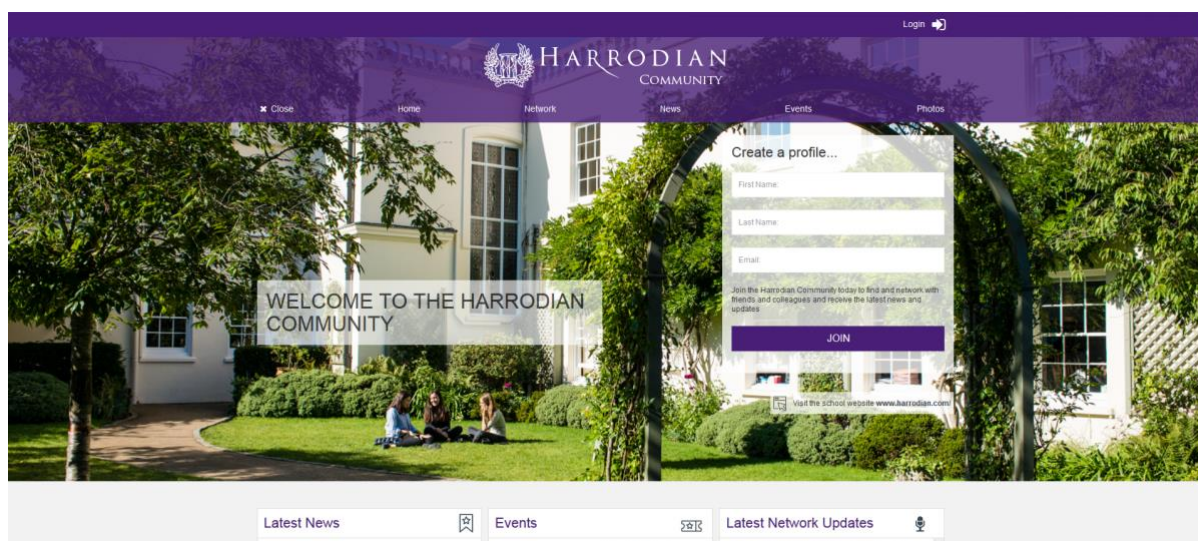
Parent Portal
 For detailed and specific information about your children e.g. attendance, academic reports, timetables etc. Parents need a log-on and password for this (please contact Sarah in our Senior Office at slees@harrodian.com for further information).
<https://www.edulinkone.com/#/login>

Harrodian Fixtures
 This is our dedicated sports website with detailed information on fixtures. To access protected information such as names on team sheets, you will need a password. This is published in our termly Bulletin emailed to all parents. If you need more information please contact Rachelle at Reception.
www.harrodiansports.com

Internal Resources (Intranet)
 Our intranet is password protected and is where parents can access Class/Sports Assembly videos. Please contact Kris Kreis at kkreis@harrodian.com in IT for password information.
intranet.harrodian.com

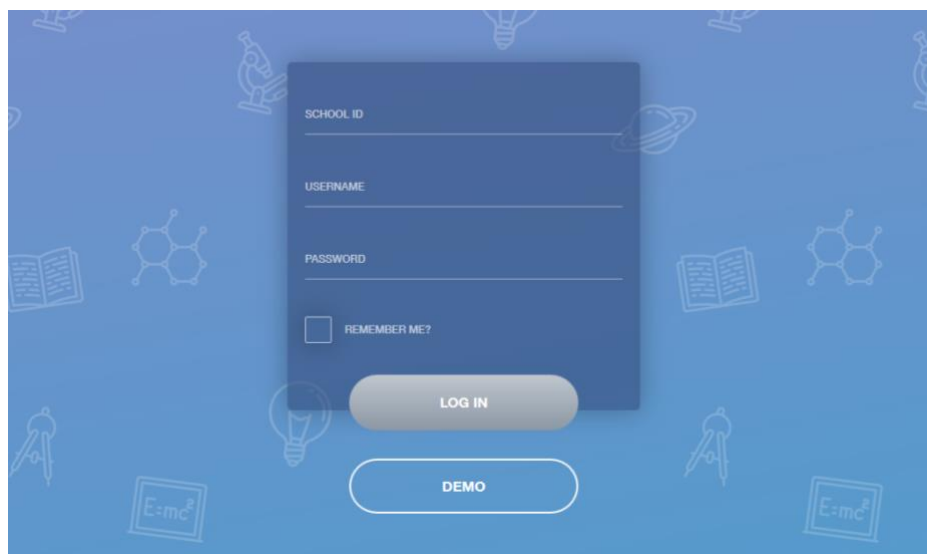
Parents Evening Booking System
 For parents to book appointments
<https://harrodian.parenteveningsystem.co.uk>

Harrodian Community - <https://community.harrodian.com>



Our new Harrodian Community can be accessed via the 'Alumni' section of our website. This site brings our current and former parent/pupil communities together in one place. It will inform our whole school community about fundraising events for our Bursary Fund, including the option to make donations, and keep our alumni community abreast of any news and reunion events.

Parent Portal (EduLink) – access via My Harrodian (Quick Links)



The Parent Portal is a new information channel, especially tailored for parents. It is the one stop shop for specific information on your child, including your child's attendance, achievement, timetables, academic reports, his/her teacher's contact details etc. The Portal is still being developed and we will be adding more information over the forthcoming academic year.

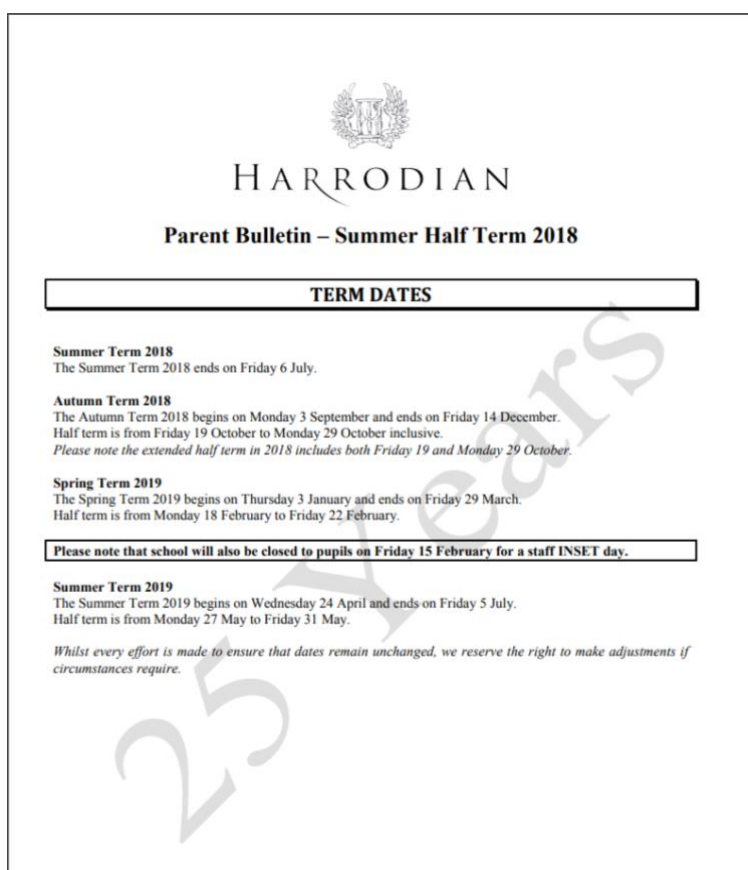
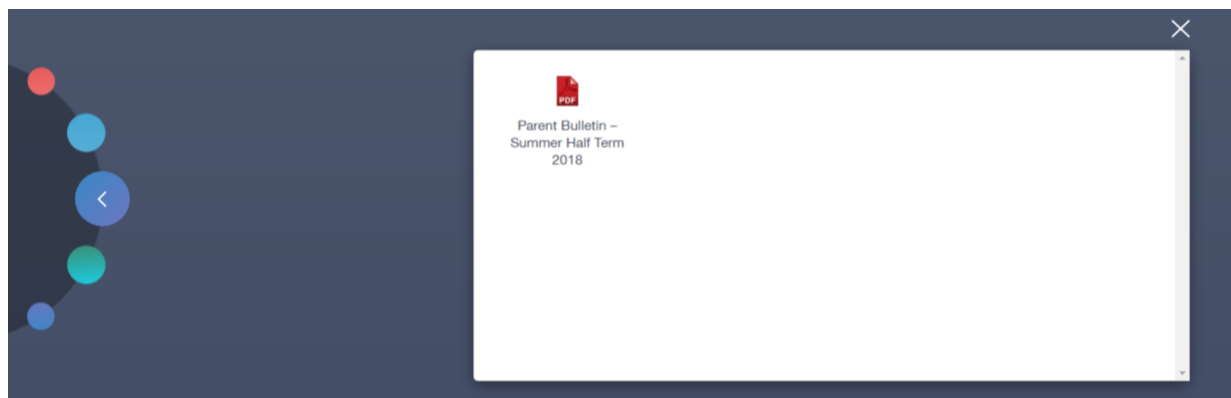
To gain access to the Portal, you will need to log in via the home page above with the username and password provided to you. If you have lost your login details or need assistance logging in, please contact Ms Sarah Lees on slees@harrodian.com. New parents will be emailed their login details ahead of joining the school.



The Portal is accessible in many versions; via desktop, tablet and mobile devices. The EduLink mobile app can be downloaded for iOS at <https://itunes.apple.com/gb/app/edulink-one/id1188809029?mt=8> and for Android at https://play.google.com/store/apps/details?id=com.overnetdata.edulinkone&hl=en_GB.

Parent Bulletin – accessed via the Parent Portal - use My Harrodian (Quick Links)

Our Parent Bulletin is uploaded to the Portal each half term and provides key information including term dates, diary dates, examinations, activities and departmental news. Bulletins will be uploaded to the *Noticeboard* tab in a PDF format, which you can download for later use.



Harrodian Fixtures (Sports) – access via My Harrodian (Quick Links)

The screenshot displays the Harrodian Sports website interface. At the top, the Harrodian logo is visible alongside navigation links for 'SPORTS HOME' and 'LOGIN'. Below the header, a dark navigation bar contains links for 'About Us', 'Contact Us', 'Admissions', 'Information', 'Academic', 'News', and 'Pupil Portal'. The main content area is divided into several sections:

- SPORTS**: A vertical sidebar menu on the left lists various sports-related options such as 'Sports Home', 'Sports & Teams', 'Fixtures & Results', 'Sports Calendar', 'News', 'Competitions & Events', 'Photos & Videos', 'Sports History', 'Resources', 'Sports Map', 'Opponent Maps & Links', 'Sports Contacts', and 'School Website'.
- Fixtures**: A central section showing a list of upcoming events, including 'Netball' matches and 'Cross Country' training runs, with dates ranging from August 31 to September 5, 2018.
- Sports Calendar**: A calendar view for August 2018, with a 'Full Calendar' link below it.
- Main Sports Contact**: A contact card for Alastair Lydon, Head of ICT PE, providing his email, telephone, and fax numbers.
- Location**: A map showing the school's location near Ley D'Almeida.

Two large photographs are featured: one on the left showing a netball player in a purple jersey, and one on the right showing a netball player in a blue jersey performing a high jump or similar action.

This is the single access point for information on all aspects of school sport, including details of sports fixtures - what is on where, at what time and who is participating. To access information regarding school sports fixtures;

- Go onto the website above
- Go to the side menu and click on 'Sports & Teams, Fixtures & Results' (to access protected information ie names on teamsheets, you will need to enter the password harrodian1993).
- Click on the sport you need to view and then click on the team your son/daughter is involved in.
- Click on 'Download to Your Calendar' and all the fixtures will be synchronised with your Smartphone.
- All updates will be updated to your phone automatically as and when they are made.

You should refer to your son/daughter's School Planner for further information on the school's expectations regarding your child's participation in sport.

If you have any questions about a particular sport, please email the Teacher in Charge or Head of the relevant section, as listed in the Parent Handbook and on the website.

If you have any specific questions about the Harrodian Sports website, please contact Mr Alastair Lydon on alydon@harrodian.com.

School Intranet – access via My Harrodian (Quick Links)

HARRODIAN
INTRANET

LOGIN

Welcome to the Harrodian School Intranet.

The Harrodian School Intranet provides school resources and internal media content covering pre-prep, prep and senior/6th form pupils.

- For staff and pupils, please login with your usual credentials and network password as you normally login to via the school macs.

- For parents, you will have to contact the IT Manager, Mr Kris Kreis on ithelp@harrodian.com

IMPORTANT INFORMATION - The school intranet contains only internal resources/media within Harrodian members access only. It does not contain any personal information regarding the data of a pupil. Please go to the link below to access our student information system regarding reports/progression/attendance:

- **PUPIL DATA INFORMATION** (if you have any issues accessing the pupil information system with your account please contact **Ms Sarah Lees** - slees@harrodian.com - for parents and for staff, please contact IT Support.

User Name
Password
Remember Me
LOG IN
[Forgot your password?](#)
[Forgot your username?](#)

CLICK CEOP
Internet Safety

Home

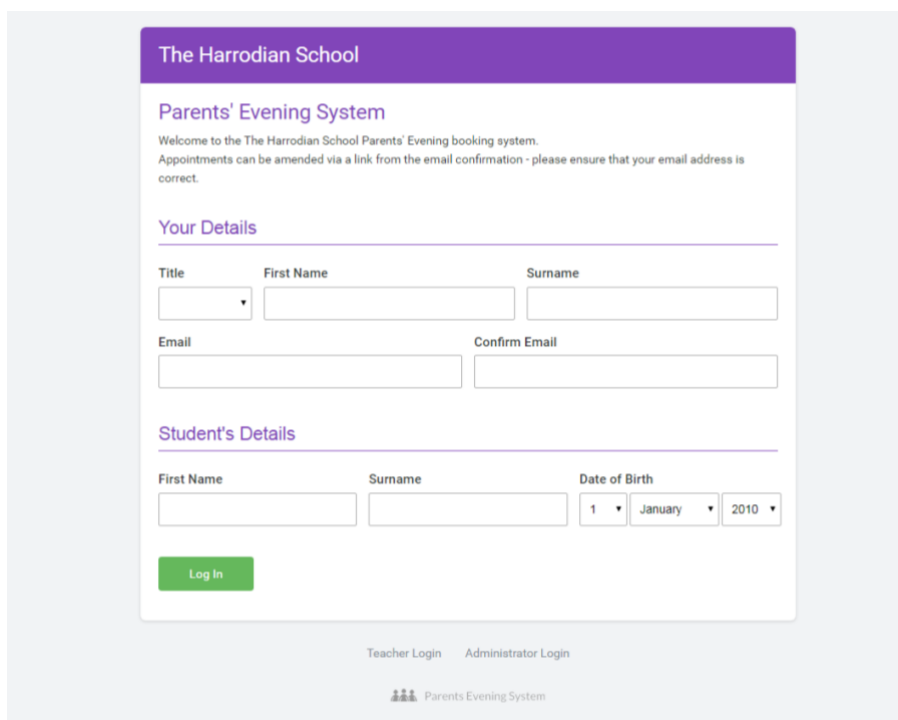
We encourage Pre-Prep parents to access the Intranet for videos of class assemblies. All end-of-term Sports assemblies are also uploaded to the Intranet, which is password protected.

If you do not have a username and password for the Intranet, please contact Mr Kris Kreis, our IT Manager, at the start of term on kkreis@harrodian.com with the following information;

- Your child's name, date of birth and form/class
- Your full home address

For security reasons, please note that in order to issue your username and password, Mr Kreis will require all the above information.

Parents' Evening System – access via My Harrodian (Quick Links)



The screenshot shows the login page for 'The Harrodian School Parents' Evening System'. The page has a purple header with the school name. Below the header, there is a title 'Parents' Evening System' and a welcome message: 'Welcome to the The Harrodian School Parents' Evening booking system. Appointments can be amended via a link from the email confirmation - please ensure that your email address is correct.' The page is divided into two main sections: 'Your Details' and 'Student's Details'. The 'Your Details' section includes a dropdown for 'Title', text boxes for 'First Name' and 'Surname', and text boxes for 'Email' and 'Confirm Email'. The 'Student's Details' section includes text boxes for 'First Name' and 'Surname', and a 'Date of Birth' section with three dropdowns for day (1), month (January), and year (2010). A green 'Log In' button is located below the 'Your Details' section. At the bottom of the page, there are links for 'Teacher Login' and 'Administrator Login', and a footer with a group of people icon and the text 'Parents Evening System'.

Parents in the Pre-Prep, Prep and Senior School have access to an intuitive and easy to use online appointment booking system. There are no personal login details for this system; you simply complete the requested details on the homepage – your own details and your child's details. Please note that the details you input must match the details we hold on our systems, otherwise you will be unable to access the system.

Once logged in, the system allows you to choose your own appointment times with teachers, post a comment and then receive an email confirming your appointment slots. Parents will receive advance notice via email of when the system will be opened and closed for bookings. Appointments are made on a first come, first served basis.

Sixth Form parents – please note that there is no online booking system for Sixth Form Parents' Evenings. Sixth Form students make appointments directly with their subject teachers.

The intention for the system this year is to open it up for use in making wider bookings for other major school events where there is a restriction on numbers. For any queries regarding Parents' Evening appointments, please contact Ms Clair Green for Pre-Prep and Prep on cgreen@harrodian.com and Mrs Nina Patel for Seniors on npatel@harrodian.com.