



Parent Guide to School Communication and Online Platforms

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

Much of what is described here are new industry leading systems and all are under constant review 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 (Chief Information Officer) on rstewart@harrodian.com.

The Harrodian Website – www.harrodian.com

The 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 *Key Information* (<http://www.harrodian.com/key-information>). There is a further sub-section within this area entitled *Parent Information* where you can find information about sports kit, dress codes, etc.

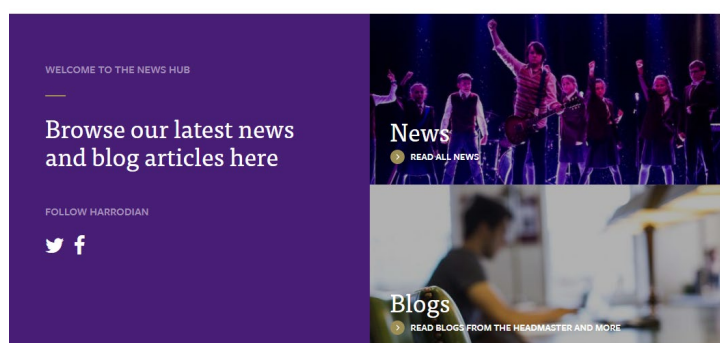
News Hub: www.harrodian.com/news-hub

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.



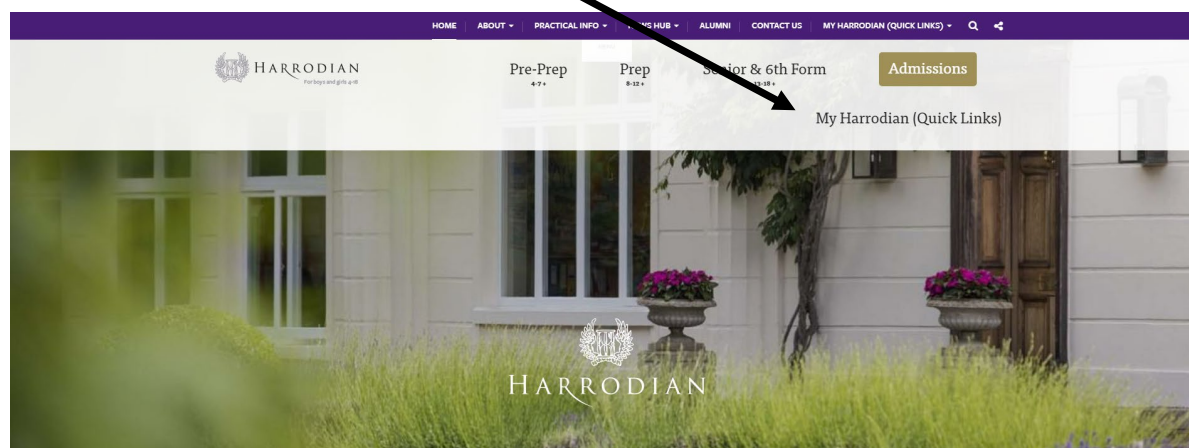
Regular news updates are featured alongside photos on our Twitter feed @HarroddianNews. Make sure you follow us at <https://twitter.com/HarroddianNews>



Also expect to see some of the highlights from the week in a mailing sent out on Fridays. The Website Team collates 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. This email includes links to full articles if you want to see more detail.

My Harroddian (Quick Links) – www.harroddian.com

The website is also a place where you can find links to the other information channels listed below. A single click on *My Harroddian (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, Parent Portal (Edulink), Harroddian Fixtures (Sports), Parents' Evening Booking System and Classlist.

My Harrodian (Quick Links)

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

School Email

exchange2.harrodian.com

Parent Portal (Edulink)

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 Jo Collier in our Senior Office 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 Hilary 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>

Classlist

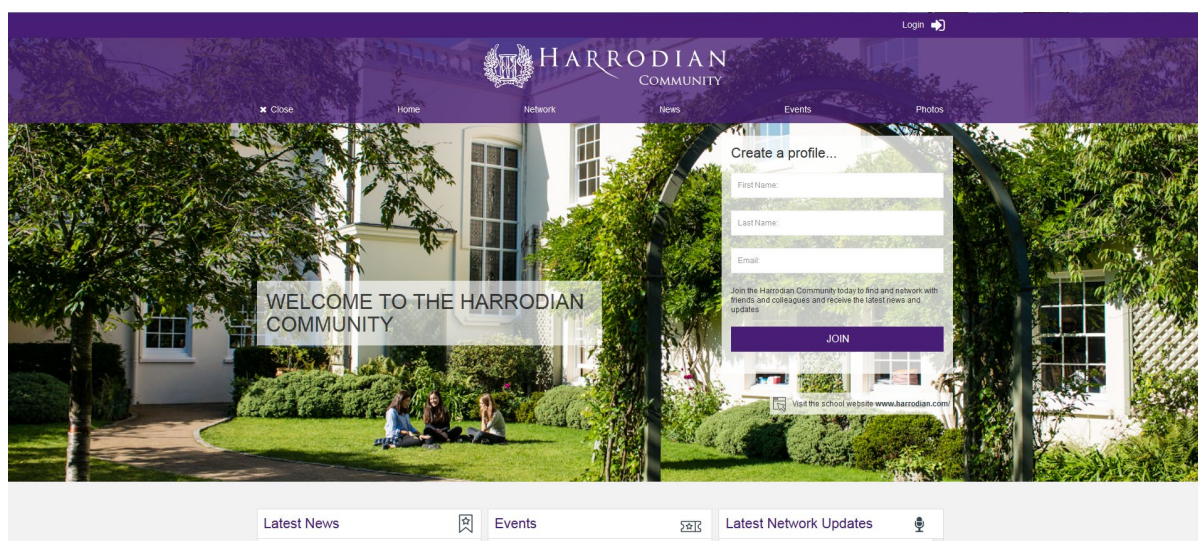
For secure and safe parent-to-parent communication, best downloaded as an **app on your phone**

It helps parents see who's who in their children's classes, to arrange a social event, exchange pre-loved sports equipment, instruments and uniforms, retrieve lost and found items or to sell products or promote their businesses.

All parents are emailed a logon and password. Please contact Rachael Snaith (Classlist administrators based at Harrodian) if you are experiencing issues.

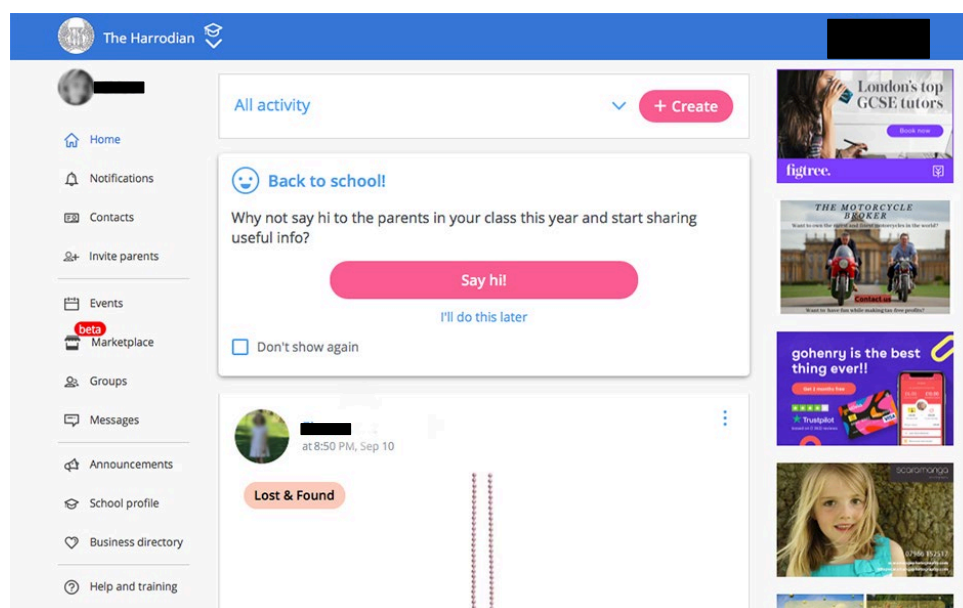
<https://classlist.com>

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



Our 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.

Classlist – access via My Harrodian (Quick Links)

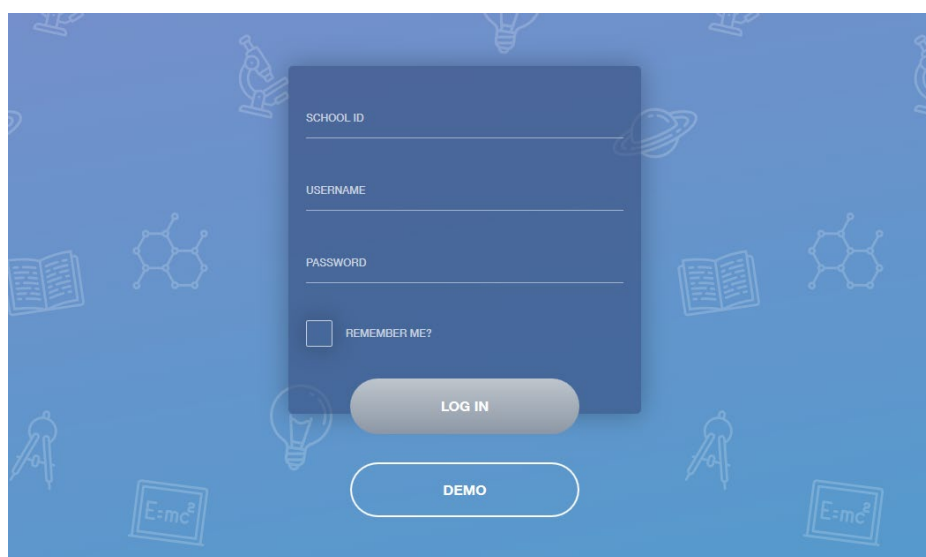


Classlist is a free parent-to-parent communications platform. It is a safe, secure online community for parents to post, receive class/school information and message other parents. Parents can set their own privacy and notification settings; the system gives them full control of how much they wish to share.

Classlist also helps parents see 'who's who' in their children's classes, to arrange a social event, exchange pre-loved sports equipment, instruments and uniforms, retrieve lost and found items or to sell products/promote their businesses.

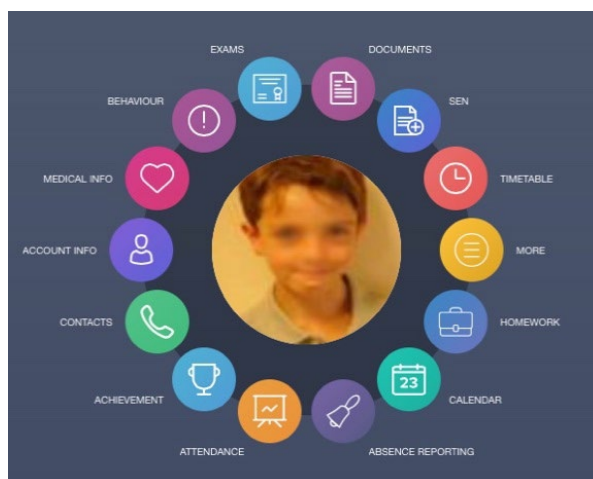
All parents are emailed a login and password. Classlist is administered and managed by *The Friends of Harrodian* (formerly Harrodian School Parents' Association) and is not linked to the other systems listed in this guide. If you need assistance, please contact Mrs Rachael Snaith (rsnaith@harrodian.com) or Ms Catti Gibb (cgibb@harrodian.com), both of whom are Classlist Administrators at Harrodian.

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



The Parent Portal (Edulink) is a comprehensive 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, exam results, teachers' contact details, Parent Handbook, Parent Bulletin, etc.

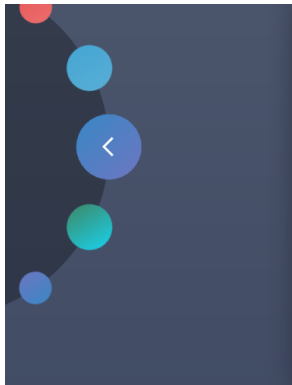
To gain access to Edulink, you will need to log in via the home page above with the username and password provided to you. If you need assistance, please contact Mrs Jo Collier on jcollier@harrodian.com. (New parents will be emailed their log in details ahead of the start of the new academic year.)



Edulink 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 (EduLink) - use My Harrodian (Quick Links)

Our Parent Bulletin is uploaded to the Parent 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.




Prep Clubs Autumn
2019


Senior Clubs Autumn
2019


Autumn Term 2019
Bulletin


Parent Handbook


Parent Guide to
Communication
September 2019


PP2 PP3 Music letter


Parents Evening of
Maths



HARRODIAN

www.harrodian.com

Parent Bulletin – Autumn Term 2022

TERM DATES 2022/23 and 2023/24

Please see overleaf for precise timings to the end of the school day ahead of half-term and end-of-term holidays.

Autumn Term 2022

The Autumn Term 2022 begins on Monday 5 September and ends on Friday 9 December.
Half Term is from Friday 14 October to Monday 24 October.

Please note that school will also be closed to pupils on Thursday 13 October for a staff INSET day.

Spring Term 2023

The Spring Term 2023 begins on Thursday 5 January and ends on Wednesday 29 March.
Half Term is from Monday 13 February to Friday 17 February.

Summer Term 2023

The Summer Term 2023 begins on Tuesday 18 April and ends on Friday 7 July.
Half Term is from Monday 29 May to Friday 2 June.

Please note that Monday 1 May is a Bank Holiday and school will be closed.

Autumn Term 2023

The Autumn Term 2023 begins on Monday 4 September and ends on Friday 8 December.
Half Term is from Friday 13 October to Monday 23 October.

Please note that school will also be closed to pupils on Thursday 12 October for a staff INSET day.

Spring Term 2024

The Spring Term 2024 begins on Thursday 4 January and ends on Tuesday 26 March.
Half Term is from Monday 12 February to Friday 16 February.

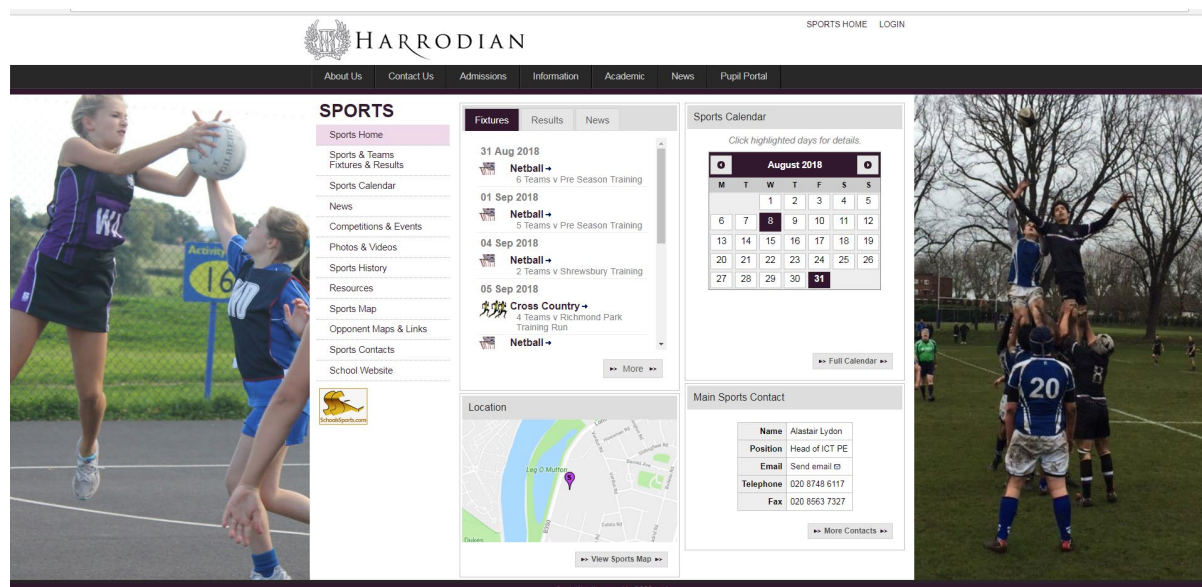
Summer Term 2024

The Summer Term 2024 begins on Monday 15 April and ends on Friday 5 July.
Half Term is from Monday 27 May to Friday 31 May.

Please note that Monday 6 May 2023 is a Bank Holiday and school will be closed.

Whilst every effort is made to ensure that dates remain unchanged, we reserve the right to make adjustments if circumstances require.

Harrodian Fixtures (Sports) – access via My Harrodian (Quick Links) or directly at www.harrodiansports.com



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 child 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 Student 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 on the website.

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

Parents' Evening System – access via My Harrodian (Quick Links), Parent Portal (EduLink) or <https://harrodian.schoolcloud.co.uk/>

The screenshot shows the login page for 'The Harrodian School Parents' Evening System'. The page has a purple header with the school's name. Below the header, there's a section titled 'Parents' Evening System' with a welcome message and a note about email confirmation. The main form is divided into two sections: 'Your Details' and 'Student's Details'. The 'Your Details' section includes fields for Title (a dropdown menu), First Name, Surname, Email, and Confirm Email. The 'Student's Details' section includes fields for First Name, Surname, and Date of Birth (which is split into three dropdown menus for day, month, and year). 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 small icon representing a group of people next to the text 'Parents Evening System'.

Parents in the Pre-Prep, Prep and Senior School and Sixth Form 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.

Most Parents' Evenings are now online and via a video link. At the start of the evening, parents should login as given above, and you will be taken automatically to your first appointment. All appointments are timed so keep an eye on the clock shown on the video screen.

The intention for the system going forward is to use it 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 Catti Gibb on cgibb@harrodian.com for Seniors or Mrs Camilla Crawford on ccrawford@harrodian.com for Pre-Prep and Prep.

Google Classroom/Microsoft Teams

Both Google Classroom and Microsoft Teams for Education are used by teachers to deliver; online lessons (when not in school), resources, assignments and general educational material, such as current affairs and PSHRE. Every pupil/student has access to these packages via their school email and associated password.

The format of a pupil/student email is always:

<first name>.<last name>@harrodian.com

If a password reset is required, this should be requested directly to the Head of Year NOT Harrodian IT.

More details on these packages can be found at:

<https://edu.google.com/intl/en/products/classroom/>

<https://www.microsoft.com/en-gb/education>

SCOPAY Online Payments

Harrodian's new payment system allows you to view balances and pay for the following items online without the need to send cash or cheques into school:

- *Residential Trips and Events *Tickets for Productions *School Clubs and activities
- *Music Exams, ISEB tests etc. * Coach and Minibus travel to school

(Compulsory year group trips will still be invoiced termly along with school fees, lunches, insurance etc)

Your online account will also allow you to:

- *Print receipts *Update your contact details

You can use the same online account to link your children, whether at Harrodian or another school, using the **Tucasi** secure [scopay.com](https://www.scopay.com) system. To access the account, you will have received a letter. If you have received more than one account access letter because you have more than one child at Harrodian, create your online account as below for the first child and then link the second child using the instructions in the **I already have a [scopay.com](https://www.scopay.com) account** section.

***Please ensure you use the main email address we hold on our records for you.**

I don't yet have a [scopay.com](https://www.scopay.com) account:

Visit www.scopay.com/school <<http://www.scopay.com/school>> and **Register as a New User**. Follow the instructions on the screen to enter your details and add the unique online **Link Code** to add your child's account. Their name will then appear in the dropdown on the right-hand side of the screen.

Note: *You only need your online link code when registering. It is no longer needed once your account has been activated. If you require a second link code (for another parent, relative or carer to create an account), please request this from School.*

For any **Pre-Prep** and **Prep** enquiries, please contact ccrawford@harrodian.com
For **Senior** and **Sixth Form** enquiries, please contact jcollier@harrodian.com

SOC Activities

This coming academic year we will be continuing to update our existing systems and introduce new digital initiatives to improve how we engage with yourselves. One system 'in the pipeline' is an online package for our co-curricular activities. These are the many clubs we run for pupils over the full school day. We hope to introduce this at the start of 2023 and more information will follow to explain how you can access it, see what is on offer and book the activities.