



11th January 2024

Dear Parents,

iSAMS Parent Portal - Communicating with parents through updated technology

One of our school strategy targets for this academic year is to provide a dynamic approach in our communication with parents through the use of updated technology. This half-term we will therefore roll out further use of our iSAMS Parent Portal App, which is currently used for our pupil progress and end of term reports.

School letters will continue to be emailed to parents every Thursday this half-term. In addition, we will also start to upload duplicate letters to the iSAMS Parent Portal App.

After the February half-term holiday, all of our office communications will be uploaded to the iSAMS Parent Portal App **ONLY**, and will **NOT** be emailed separately to parents. The majority of communications will be uploaded on a Thursday, as per the present protocol. Parents will continue to receive only letters that are applicable to their child/children.

We hope this more dynamic and modern approach will assist parents in managing key information sent out from our school office. Mr Cowen, our IT Technician, has noted some steps below to assist parents in the setting up of access to the app for your devices, including the use of notifications. Throughout this transition, Mr Cowen will be able to answer any queries by email: daz@forestschoo.co.uk

USER GUIDE – iParent App

- **iOS users** - Go to the 'App Store' and download the 'iParent App' from iSAMS.
- **Android users** - Go to 'The Playstore' and download the 'iParent App' from iSAMS.

Once you have opened the App, it will ask for a school link code. Please enter **BFPP**. The app will then require your login details; **these will be the email address we have registered for you at school and your password.**

When the App is open, you will see the navigation bar at the bottom of the screen, with four sections:

- **My Children**
- **Comms**
- **Information**
- **Notifications**

My Children is the initial home screen, which displays your children at Forest. Click on the child you wish to view, it will take you to their profile. 'Administrative Options' displays school records and key school contacts. 'Academic Options' displays your child's assessments and reports.

Comms displays contact information.

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Information displays documents and files provided by the school office. There are four options:

- **Latest Documents & Files**
Displays a list of the latest correspondence provided by the school office.
- **View Documents & Files**
Displays folder directories of the correspondence's relevant area.
- **Search Documents & Files**
A search function for you to look up previous correspondence.
- **Bookmarks & Web Links**
Useful bookmarks and website links for school areas.

Notifications displays unread and read notifications.

Should you require any further information on the above, please contact Mr Cowen on the email address above.

Kind Regards,

G Booth

Graeme Booth
Headmaster