



Portlethen Academy
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2nd October 2023

Dear All,

PARENTSPORTAL - *SIGN-UP REQUIRED

As previously mentioned, Portlethen Academy and Aberdeenshire Council are changing the way school and parents/carers communicate. ***There is now a requirement for all Portlethen Academy parents/carers to sign-up to ParentsPortal, and to use this app/website as the main means of communication.**

Parentsportal provides parents / carers with a real-time link to a growing suite of online services, such as viewing information about their child's education, paying for school meals, and updating their own data.

Parentsportal Services

There are a wide range of services available within parentsportal to make it a one-stop shop for parents / carers to gain information about their child(ren) and it is recommended as the default position, if no other digital method is in place. Services include:

- **Report Cards** (currently Secondary Schools) – schools can release data to allow parents / carers to view their child's report cards. *This is the only method we will be using for Portlethen Academy from this session and no paper copies will be distributed.
- **Parents Evening Booking** - schools can set up an online booking system for parents / carers to book their own time slot for primary school parent's evening. *This is also the only system we will be using to book your parents' evening appointments from this session.
- **Class Timetable** –parents / carers can view their child's timetable (Secondaries) and / or print the timetable.
- **Annual Data Checks** – schools can ask parents / carers to review and check their child(ren)'s details annually, as well as parents / carers being able to add or change their child's details at any time to update their information.
- **Permission Slips** – schools can create and publish permission slips for school trips and non-school trips (i.e permission to post photos on social media) for parents / carers to access and approve.



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- **School Notices** – schools can provide one-way communication to parents / carers where no reply is required, for example welcome back notices, reminders.
- **School Calendar** – schools can create calendar entries for their own schools that parents / carers can see in the calendar view of parentsportal.
- **Free Bus Travel** – the most effective way of applying for the free bus travel initiative for children aged 5 to 10 years (where no photograph is required) is via parentsportal.

Parentsportal App

A parentsportal app has recently been launched to help make communication between schools and parents / carers even easier. The app gives parents / carers access to school services and information about their child's education online, doing away with the traditional 'school bag run'.

Download the App

The parentsportal.scot app is available for Apple and Android devices, and can be downloaded from the [App Store](#) or [Google Play](#) by using these links.

Further information can be found in the attached pdf/information letter, with live links to the YouTube videos with support in how to sign up; some tutorials and Frequently Asked Questions (FAQs). Please spend time looking through all the information and signing up as quickly as possible.

If you are really struggling, our School Office can support. Please get in contact with them via telephone or e-mail if you are having difficulties after you have followed all of the information attached.

Thanks in advance.

Yours sincerely,

Barry Drennan
Head Teacher