Vista for Parents: User Guide

Introduction

Vista is QMC's electronic system for monitoring student progress and communicating between staff, students and home. Students, teachers and parents are able to view a wide range of information including:

- Learning Plan
- Personal Data
- Contacts
- Timetable
- Exam Timetable
- Weekly Attendance
- One to Ones
- Parents' Evenings
- Logout

In most cases Vista will reveal a positive picture but there may be occasions when lower than expected progress is being recorded or attendance is poor. Any emerging concerns can then be discussed at home with your son/daughter or you can contact the College via the Personal Tutor for additional information and proposed action(s).

Students will have immediate access to their records when they join us. A letter to Parents and Guardians explaining how to access VISTA for the first time, with a parental USER ID and Password, will be posted towards the end of September.

Your main contact at the College will be with the Personal Tutor, a direct link to their email address can be found on the Vista for Parents front page.

Page Selector Icons – There are **4 Icons** located at the very top of the screen, **Student, Messages, Help and Logout** which each representing a **Page** (area) on the VISTA site. The **Student** icon links to the **Learning Plan** which details a variety of personal and programme specific information. The **Messages Page** contains links to notes and messages. The **Help Icon** will open up this PDF for printing and to assist you in navigating around the site. The **Logout Icon** will log you out of VISTA.

Links within the Page - These are displayed on the **left hand side of the screen in the blue VISTA area, click directly on each link to take you to the information indicated.** The **Learning Plan** contains the majority of information.

Tools – These are used to print or copy the data from the screen (click on the appropriate link as required).

On the Learning Plan page, you can view the following:

Personal Tutor Email Link – Click the link in order to email the personal tutor if you have any queries about performance or attendance. Tutors will follow up your query as quickly as possible but please bear in mind that they have a full teaching timetable and other responsibilities so it is unlikely that they will be immediately available. If you need urgent contact please telephone the Help Desk on 01256 417500.

Individual Learning Plan

1. **Average GCSE Score** - The average GCSE score is calculated by adding together the points score for each GCSE grade, or other qualification, result and dividing the total by the number of subjects taken. This is calculated by QMC at point of entry, for example an GCSE 9 gives a point 8 score, and 4 = 3 point score.

2. **Tutor** - The staff initials of the student's Personal Tutor and Assistant Principal are displayed. Each Personal Tutor, via their Director of Learning, works under the overall direction of a specific Assistant Principal.
    *   Assistant Principal HHN - Helen Henderson
    *   Assistant Principal KND - Kate Need

    Each of our Assistant Principals is supported by a Divisional Administrator within our Management Support Team.

3. **Class List** - Each subject being studied is listed together with attendance, punctuality and performance indicators. As a general rule, green is good and pink is not so good. The categories of information are as follows:

    a. **Student Target Grade** – What the student wants to achieve decided by the student in negotiation with their tutor and based around GCSE score from school. We believe all students can achieve high grades.

    b. **Progress Points (PIP)** – Progress is assessed by subject teachers throughout the year based on subject knowledge and skills acquired. We feedback positive actions to support students to progress.

    c. **Working At Grade (WAG) and Progress Intervention Point (PIP)** - These are not predictions of future exam performance but an estimate by a subject teacher of the grade at which a student is currently working. They are designed to indicate the need for improvement in some aspect of a student's work. The subject tutor will have discussed this with the student. The PIP identifies where an action has been put in place to address these issues. Again, this will have been discussed with the student.

    d. **Attendance and Lates** – These figures are produced automatically from the electronic class registers completed by the teacher at the beginning of each class or the Help Desk as appropriate.

        *   YTD (Year to Date) shows attendance in that class across the entire academic year so far.
        *   4 weeks shows attendance for that period so it is possible to see whether recent attendance is in line with, above, or below the average for the year.
        *   A similar picture is given to indicate the number of times a student has arrived late to lessons.

Other Links from the Student Page.

Personal Data - Please be aware of the importance of a correct Date of Birth and Full Name for exam certification as this cannot be amended retrospectively. Please use the V4P email address to inform us of any updates or amendments.

vista

- Learning Plan
- Personal Data
- Contacts
- Timetable
- Exam Timetable
- Weekly Attendance
- One-to-Ones
- Logout

Tools:
- Print
- Copy

Student   Messages   Help   Logout

Name

Title:
Official Forenames:
Known as:
Gender:
Previous School:
Date of Birth:
Average GCSE :
Indicative GCSE :
Admission Number:
Unique Learner Number:
Tutor Group:
Tutor Name:
Assistant Principal:
Address:

Telephone:
Mobile:
Car/Bike Reg:
Email:

Contacts - This link contains the information that we hold for you as contacts (address, telephone numbers, etc). Please click on the link 'Email Changes to QMC' to advise us of any updates or amendments.

Timetable - This displays the current weekly timetable for your son or daughter. If any change is made to the timetable it will not be visible in VISTA until a full 24 hours after the amendment is made.

Exam Timetable - This lists all future exams that your son or daughter (Laura Silver is a fictitious student name) has been entered for during the academic year. Payment for re-sits, exam papers, etc, can be made online at certain times of the year. This online payment system will be available on the QMC website (www.qmc.ac.uk) and activated as appropriate.

Student   Messages   Help   Logout

Exam data for Laura Silver
Official Name for Exams:Laura Silver

Exam Timetable -- Centre No:58437

Date Start time Paper Name Paper Reference Cand No Room Seat

Weekly Attendance – Below is an attendance example. **Absences** should be notified **by parents/guardians** to the **Help Desk** on **a daily basis** by calling the main college number **01256 417500** or by emailing Helpdesk@qmc.ac.uk

Please note that whilst every effort is made to update these notifications quickly it may, in some cases, take up to 24 hours.

Any **non-notified, non-evidenced, or student notified absence will result in a text being sent to the Parent or Guardian listed as first contact** (please see further notes in the Texting Messaging Guide section). Please be aware that notification of an absence does not necessarily mean it is authorised and it may affect the overall attendance record of the student.

Attendance for last 7 days for : Laura Silver

Date	Day	Time	Class	Teacher	Mark	Mark Desc	Mins Late
22/3/2018	Friday	08:50	Business L3 Ext Diploma Year 1	Ricardo Ferreira	/	Present	
		10:15	Business L3 Ext Diploma Year 1	Ricardo Ferreira	/	Present	
		13:15	Business L3 Ext Diploma Year 1	William URQUHART	/	Present	
		14:20	Business L3 Ext Diploma Year 1	Ali Kanji	/	Present	
23/3/2018	Saturday	11:20	Business L3 Ext Diploma Year 1	Ricardo Ferreira	/	Present	
		14:20	Business L3 Ext Diploma Year 1	William URQUHART	/	Present	
26/3/2018	Tuesday	08:50	Business L3 Ext Diploma Year 1	Ali Kanji	L	Late	8
		10:15	Business L3 Ext Diploma Year 1	Ali Kanji	/	Present	
		11:20	Business L3 Ext Diploma Year 1	William URQUHART	/	Present	
		14:20	Football Academy (Male)	Christopher Kirby	/	Present	
		15:25	Business L3 Ext Diploma Year 1	Ricardo Ferreira	O	Unauthorised Ab	
27/3/2018	Wednesday	11:20	Tutorial Enrichment	Ali Kanji	L	Late	5
		13:15	Business L3 Ext Diploma Year 1	Ricardo Ferreira	/	Present	
28/3/2018	Thursday	08:50	Business L3 Ext Diploma Year 1	William URQUHART	/	Present	
		10:15	Business L3 Ext Diploma Year 1	William URQUHART	/	Present	
		11:20	Business L3 Ext Diploma Year 1	Ali Kanji	/	Present	
29/3/2018	Friday	08:50	Business L3 Ext Diploma Year 1	Ricardo Ferreira	V	Weather/Transport	
		10:15	Business L3 Ext Diploma Year 1	Ricardo Ferreira	V	Weather/Transport	
		13:15	Business L3 Ext Diploma Year 1	William URQUHART	/	Present	
		14:20	Business L3 Ext Diploma Year 1	Ali Kanji	/	Present	

One-to-Ones - A chronological detail of all one-to-one meetings held with the student can be found via this tab**.**

One to One Feedback for : Laura Silver

Date	Time	Author	Status	1-1 Summary
30/1/2018	12:45	AKI	Completed	Missing when we were supposed to carry out our 121. We were going to have a look at the progress as all first three units of the year have been submitted to the exam board now.
7/11/2017	12:45	AKI	Completed	I am aiming for D*D*D*, my attendance is 100% and all my work has been handed in on time. My targets were to Complete all tasks on time, get Max marks on every assignment, yes I've achieved them
22/9/2017	12:25	AKI	Completed	You wanted to study architecture at Uni but they need maths. We played with Unifrog and found that there are plenty of options even with our current scenario but we have to work harder to get into good universities. You are also going to be taking private tuition for maths.
31/1/2017	13:50	VBN	Completed	Settled in well. No issues reported. Key Indicators such as meeting deadlines, attendance and punctuality look good. Have made new friends. Laira wants to study Architecture at university and she has started to look at possible courses and universities - Bath. The entry requirements for Architecture at some Universities are high and we discussed this AAB. Laura is confident she can achieve this in her subjects, I suggested tracking her progress and marks to realistically achieve this. I also suggested looking at Universities with lower entry requirements so she has a mix when she applies.
17/1/2017	11:30	VBN	Completed	Spoke to Laura briefly about how college is going. She is pleased with how the mock Maths exam went last week and she is confident she has done well. Laura is still very keen to study Architecture at university and she had begun to look into University courses - Cardiff and Bath. These universities have high entry requirements 3 x As which discussed this in more detail whether Laura thinks she can achieve this and what needs to be in place to support her with this. I suggested Laura also looks at courses with lower entry requirements so she has a range to apply to. We will talk again about this in a few weeks time.
1/12/2016	09:50	VBN	Completed	Laura does need to focus on the presentation of her work. I think she is very capable of doing this and we discussed this in the one2one. A good start Laura some great ideas shown and developed to a good standard, just need to work on presentation and annotation of work
15/11/2016	11:25	VBN	Completed	Laura feels everything is going well at QMC. She feels all the individual subjects are going well. Laura checks Vista regularly and is aware of her attendance rates in her individual subjects. Laura's career aspirations are to study Architecture.
11/10/2016	13:20	VBN	Completed	Laura currently has 100% attendance and her SOY grades are Graphics - 1, Maths - 1, Physics - 1. Laura would like to study at University Architecture she is looking at Bath

Parents' Evenings – Any appointments booked for parents' evenings will appear here as a record/reminder.

Summary of how to access VISTA for Parents and how to contact us

- To register for the first time, type this link into your browser: https://www.qmc.ac.uk for our website. Click on the parent tab at the top of the screen. Go to **VISTA for Parents.**
- You will be prompted for your User ID and Password - information contained in a letter issued in September (unless you have already accessed the system in the previous year).
- When you **register for the first time** you will be asked for some **additional information** about your son/daughter, you will only be asked for this information once.
- Once you have successfully registered you will be prompted **to change the User ID provided to your own email address and choose your own password** (for preference). Alternatively you may opt to use the same information you have chosen for our online payment system (statements and passwords also sent in September).
- If you have any problems logging in to VISTA for Parents please send an email to v4p@qmc.ac.uk .

Who to contact regarding a student's progress:

- Your main contact at the College is your son's/daughter's **personal tutor.**
- A link to the personal tutor's email is located on the VISTA for Parents front page (Learning Plan).
- The College Help Desk telephone is 01256 417500 for any query.

Text Messaging service for Parents/Guardians regarding absence

The College is committed to working with parents to help students achieve to the very best of their ability. You can monitor attendance through the VISTA for Parents system.

Research shows that attendance is fundamental to success: every 5% below 95% attendance and students' final grades suffer by one grade.

As part of our communication with you, we aim to operate a daily text messaging system regarding absence. If a student misses at least one class, or 'phones in their own absence, a text message will be sent. These texts are sent at lunchtime (for any morning lesson missed). We do not send again in the afternoon for any further lessons missed. Please note that the switchboard opens at 8.30am and closes at 5pm Monday to Thursday and at 4.30pm on Fridays.

If you have advised us of an absence this is recorded on the main attendance register as quickly as possible following your call, email or correspondence. Please be aware that it is possible to still receive a text message due to the time delay or when there are high volumes of absences. **You need do no more if you are already aware of and have reported the absence**. If you are unaware of the absence please start by discussing the matter with your son/daughter and check VISTA for Parents for more information, including details of the lesson(s) missed.

If you would like to talk to someone to query an absence, please contact us on 01256 417500 and speak to the Help Desk Team. Generally, concerns should be addressed to your son's or daughter's Personal Tutor.

Please advise us of any change to your mobile number/email address via the VISTA system, by email on v4p@qmc.ac.uk, or by ringing 01256 417500 with the change of information (**Please note these same details are used to contact you in the event of an emergency and must be provided by the Parent or Guardian.**

In brief:
- Texts are sent at lunchtime.
- We update register information as quickly as possible but you may, on occasion, receive an absence notification even though you have contacted us.
- There may be times when a student has missed a lesson but you do not receive a text; for example, the teacher may have been unable to mark the register on time.
- You may receive a text if your son or daughter has notified us of their own absence for the day.
- Texts are sent to the primary contact's mobile number.
- Please assist us by ensuring all contact details are kept current for emergency purposes.