



Vista for Parents: User Guide 2014/2015

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Section 1: 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:

- Contact Details and Personal Details
- Exam and Teaching Timetables
- One to Ones – reviews with Personal Tutors
- Progress – homework completion and marks summary
- Attendance data

In most cases Vista will reveal positive progress but there may be occasions when lower than expected grades are 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 issued at the first Parents' Evening (or posted if you are unable to attend) in September. A summary of how to access the system can also be found on the last page of this document.

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 (Progress page).

When you first log in you will see the **Progress** page screen below:

The screenshot shows the Vista system interface for parents. The interface includes a top navigation bar with icons for Student, Messages, Help, and Logout. A left sidebar contains links to Contacts, Exam Timetable, One-to-Ones, Personal Details, Progress, Timetable, Weekly Attendance, and Logout, along with Tools (Print, Copy). The main content area displays student information, including Name, Average GCSE, Tutor, Contact Tutor, and Email. It also features a Photo, Attendance thermometer, and a Progress table. Annotations with letters a-i point to specific elements: a (Name), b (Average GCSE), c (Tutor), d (Contact Tutor), e (Email), f (Attendance thermometer), g (Tools), h (Links to progress information), and i (Links within the page).

Page selector icons

Links within the page

Personal tutor email link

Tools

Links to progress information

Progress (Updated overnight only)
Green indicates above target or good; red below target or poor
Applied and BTEC courses may not show marks despite completion of work

Class	View completed	Concern Level	MTG	1	2	3	4	FTG Effort	Avg	Last All	YTD	4 wks	YTD	4 wks
>> Computing A2 CY-13-D1-2			A							(1/1)	94	100	0	0
>> Economics A2 EC-13-F1-2			A								83	82	0	0
>> Maths (Statistics) A2 MNS13-E1-2			A						A (2/2)	A* (2/2)	94	90	0	0
>> Physics A2 PN-13-B1-2			A								89	91	0	0

Attendance detail One to ones My Actions

Note the:

Page Selector Icons – There are 4 Icons located at the very top of the screen, **Student, Messages, Help and Logout** which each represent a **Page** (area) on the VISTA site. The default page is set to **Student**. The **Student Page** links to **Progress** which contains links to a variety of personal and work specific information. The **Messages Page** contains links to notes and messages **aimed specifically at parents** and more importantly information that we would like to draw to your attention. This area of the site is therefore best checked regularly. 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 **Progress** link contains the majority of information within the Student page and you will find a detailed explanation of contents in **Section 2**. Details of the remaining **Student Page links** and **Message Page links** are located in **Sections 3 and 4 respectively**.

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

In addition, on the Progress Page only, you can view the following:

Personal Tutor Email Link – **Contact Tutor** is the email address for the student's personal tutor who is the key contact should you have any queries or concerns about their progress or welfare. When emailing please ensure that you give a valid email address and phone number so that the tutor can reply to you as appropriate.

Section 2: The Progress Link (see diagram above)

1. **Average GCSE Score** - The average GCSE score is calculated by adding together the points score for each GCSE grade or BTEC First result and dividing the total by the number of subjects taken. This is calculated by QMC at point of entry, for example an GCSE A* gives a point 8 score, and E = 3 point score.
2. **Tutor** - The staff initials of the student's Personal Tutor and Assistant Principal are displayed. Each Personal Tutor, via their Head of Department, works under the overall direction of a specific Assistant Principal.
 - Assistant Principal HHN - Helen Henderson
 - Assistant Principal KND - Kate NeedEach of our Assistant Principals is supported by a Divisional Administrator within our Management Support Team.
3. **Contact Tutor** – 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.
4. **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. **Concern Level** - This may well be blank. It will only be activated when a teacher has serious concerns over a student's performance. Concerns will be expressed either as [1] At Risk of Failing, or [2] At Risk of Serious Underachievement (judged to be 2 grades or more below Minimum Target Grade).
 - b. **MTG** – The Minimum Target Grade (MTG) is based on how students performed nationally in this subject based on their average GCSE score. The MTG is the grade that the student should be aiming at **as a minimum**. However, we encourage all students to aim for as high a grade as possible.
 - c. **Working At Grade (WAG)** - These are entered half-termly up until Easter. They are not predictions of future exam performance but an estimate by a subject teacher of the grade at which a student is currently working. If the WAG is at or below the MTG it may well indicate the need for improvement in some aspect of a student's work, which will have been discussed with the subject tutor.
 - d. **Latest WAG Details** - Each time a teacher enters a WAG estimate they also enter a Future Target Grade (FTG): the grade that, with effort, the student should be aiming to achieve. We also record an effort grade [ranging from 1 (excellent) to 4 (poor)]. The FTG is the grade we aim to use as part of the UCAS process for university admission.
 - e. **Summary Mark-book** - Regular assignments are set and marked in all subjects throughout the year to help students understand how they are performing and what they need to do to improve. These are known as summative assignments. Some departments record other marks (such as homework/short tests, etc) that are useful pointers for teachers and students, but it is the summative assignments that are the key indicators of performance.

This example includes:

- The average grade achieved in all summative assignments submitted.
- The grade achieved in the last summative assignment.
- The average grade achieved in all assignments [summative and others].
- Figures in brackets indicating the number of assignments completed by the student out of the number of assignments set for the class.

Marks are coloured in green if the grade is at least one grade better than the MTG (Minimum Target Grade), indicating good work. Marks one grade lower than the MTG are in pink indicating room for improvement.

- f. **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.
- g. **Weekly Attendance** - This displays a complete attendance record for the last three weeks, including a registration mark, reason for absence code and late mark. Attendance is also shown pictorially as a thermometer for the last full week and the last month respectively.
- h. **One to One Reviews** - All students have regular review meetings with their personal tutor, focusing on issues relating to academic progress and progression. Topics covered include attendance, work completion, marks gained and next steps. The meetings are intended to enable the student to see a way forward in tackling difficulties and achieving further improvement in performance. You can see a record of past appointments by clicking the *One to Ones* link at the bottom of the screen, or to the left of the screen.
- i. **My Actions** – Entered by students for discussion at One to Ones.

Section 3: Other Links from the Student Page.

1. **Contacts** - This link contains the contact information that we hold for you. Please contact us using the [Email changes to QMC](#) link at the bottom of this screen if any of the information is out of date or inaccurate?

The screenshot shows the Vista Student Page interface. At the top, there are icons for Student, Messages, Help, and Logout. The main content area is titled 'Contacts for Harry ENGLAND'. It displays contact information for Harry England, including addresses, telephone numbers, and email addresses. The information is organized into sections: Addresses, Telephone numbers, and Email. Each section has a 'Type' and 'Notes' column. The 'Addresses' section lists two addresses: '3 The Oaks Basingstoke Hampshire RG55 9LP' and 'Mr. And Mrs . England 3 The Oaks Basingstoke Hampshire RG55 9LP'. The 'Telephone numbers' section lists three numbers: '12563004000', '7772999 5544', and '0118 955 9555 - Mrs England - Work'. The 'Email' section lists one email address: 'queenofengland@hrh.hotmail.com'. At the bottom, there is a link 'Email Changes to QMC'.

Addresses:	Type:	Notes:
3 The Oaks Basingstoke Hampshire RG55 9LP	Student Address	
Mr. And Mrs . England 3 The Oaks Basingstoke Hampshire RG55 9LP	Primary Contact Address	
queenofengland@hrh.hotmail.com	Primary Contact Email	

Telephone numbers	Type:	Notes:
12563004000	Student Phone	
7772999 5544	Student Mobile	
0118 955 9555 - Mrs England - Work	Primary Contact Phone	

[Email Changes to QMC](#)

2. **Exam Timetable** - This lists all future exams that your son or daughter 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.

The screenshot shows the Vista website interface. The top navigation bar includes icons for Student, Messages, Help, and Logout, with a 'Welcome Logout' message on the right. The left sidebar contains a menu with links: Contacts, Exam Timetable, One-to-Ones, Personal Details, Progress, Timetable, Weekly Attendance, and Logout. Below the menu are 'Tools' for Print and Copy. The main content area is titled 'Exam data for Harry England' and 'Exam Timetable – Centre No: 58437'. It displays a table with exam details:

Date	Start time	Paper Name	Paper Code	Cand No.	Room	Seat
4 June 2013	08:50	English/Eng Lan.	Unit H1	999	3026	4F

3. **One-to-Ones** - A chronological detail of all one-to-one meetings held with the student can be found via this tab or by using the link at the bottom of the **Progress Page**.

The screenshot shows the Vista website interface with the 'One-to-Ones' section selected. The left sidebar is the same as in the previous screenshot. The main content area is titled 'One-to-Ones' and shows a table of meetings:

Date	Time	Location	Status	Notes	Actions
4/10/2012	12:50	NEV	Future		
1/5/2012	12:50	LDN	Completed	Excellent, well done.	Mock marks are looking good in general - more focused revision needed to get everything up to an A grade.
30/3/2012	12:55	LDN	Past		
22/2/2012	1:00	LDN	Completed	Perfect, well done!	WAGs are looking fantastic. Discussed options for next year - wants to keep on Double Maths, Physics and Chem, but would also like to do an EPQ. Will ask for advice as

Additional notes in the 'Actions' column include: 'We discussed DGW's note regarding the Oxbridge application process. He is unsure whether to keep on 4 A2s or to do 3A2s and an EPQ. Will think about this more over half term.' and 'Has handed in Oxbridge intention form. Looking at colleges - basing decisions on proximity to lectures and other classes - bear in mind that most first and second year lectures take place in the

4. **Personal Details** - Please use the link on the contacts screen to inform us of any errors within the personal data section. Please be aware of the importance of a correct Date of Birth and Full Name for exam certification as this cannot be amended retrospectively.

The screenshot shows the Vista website interface with the 'Personal Details' section selected. The left sidebar is the same as in the previous screenshots. The main content area is titled 'Harry ENGLAND' and displays personal information:

Title: Mr
Known as: Harry
Gender: M
Previous School: The Birches
Date of Birth: 23/04/1993
Average GCSE : 6.98
Indicative GCSE : 6.98
Admission Number: Z10001
Unique Learner Number: 1110001111
Tutor Group: NEV/HIN/TU12
Tutor Name: Nicolas Everett
Head of Division: HIN
Address: 3 The Oaks, Basingstoke, Hampshire, RG55 9LP
Telephone: 01256 300 4000
Mobile: 07772 999 5544
Car/Bike Reg: Z10001@student.qmc.ac.uk
Email: Z10001@student.qmc.ac.uk

A 'No Photo Available' message is displayed on the right side of the section.

5. **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.

vista

Student Messages Help Logout

- [Contacts](#)
- [Exam Timetable](#)
- [One-to-Ones](#)
- [Personal Details](#)
- [Progress](#)
- [Timetable](#)
- [Weekly Attendance](#)
- [Logout](#)

Tools:

- [Print](#)
- [Copy](#)

Day	Start	End	Room	Class	Teacher
Monday	08:50	10:00	608	Maths & Furth Maths AS/A2 - Year 2 (MM-12-X2-2)	Chris ATKINS
Monday	10:15	11:25	604	Maths & Furth Maths AS/A2 - Year 2 (MM-12-X2-2)	Bill LIDDINGTON
Monday	11:30	12:40		Study Period	
Monday	12:40	13:10		Meetings	Nicholas Everett
Monday	13:55	15:05		Study Period	
Monday	15:10	16:20	3110	Astronomy GCSE (AS-12-A1-X)	Alan STEWART
Tuesday	08:50	10:00	3113	Physics A2 (PN-12-B1-2)	Nicholas EVERETT
Tuesday	10:15	11:25		Study Period	
Tuesday	11:30	12:05		Study Period	
Tuesday	12:40	13:10	3110	Nicholas Everett - Second Year Tutorial	Nicholas EVERETT
Tuesday	13:55	15:05	604	Maths & Furth Maths AS/A2 - Year 2 (MM-12-X2-2)	Bill LIDDINGTON
Tuesday	15:10	16:20	608	Maths & Furth Maths AS/A2 - Year 2 (MM-12-X2-2)	Chris ATKINS

6. **Weekly Attendance** – See Section 2, Item H.

Section 4: The Messages Page and Links

Click on the **Messages Icon** at the top of the page and navigate around this page by clicking on the links in the blue VISTA area). This page contains information that we would specifically like to draw to your attention:

1. **Absence and Lates** - The example below illustrates information that may be displayed and a student with an attendance/punctuality record of this sort would be a cause for concern.

Code and reason for absence

Number of minutes late

Absence and lates record for last 4 weeks							
Week begin	Day	Date	Time	Class	Code	Description	Mins late
22/11/2010	Tuesday	23/11/2010	09:50	History (Ancient) AS	L	Late	5
	Tuesday	23/11/2010	14:55	Critical Thinking AS	L	Late	4
	Wednesday	24/11/2010	09:50	Music AS	A	Coll. Activity	
	Wednesday	24/11/2010	10:15	Music Practice BTEC Award	A	Coll. Activity	
	Wednesday	24/11/2010	12:30	History (Ancient) AS	L	Late	6
Totals: Unauthorised Absences=0 Minutes late:15 Number Lates: 3							
15/11/2010	Tuesday	16/11/2010	09:50	History (Ancient) AS	L	Late	6
	Thursday	18/11/2010	12:30	History (Ancient) AS	L	Late	5
Totals: Unauthorised Absences=0 Minutes late:11 Number Lates: 2							
08/11/2010	Tuesday	09/11/2010	09:50	History (Ancient) AS	L	Late	6
	Tuesday	09/11/2010	12:30	Music Practice BTEC Award	L	Late	3
	Wednesday	10/11/2010	12:30	History (Ancient) AS	O	Absent	
	Thursday	11/11/2010	12:30	History (Ancient) AS	L	Late	8
Totals: Unauthorised Absences=1 Minutes late:17 Number Lates: 3							
01/11/2010	Monday	01/11/2010	12:30	Music Theory	L	Late	5
	Monday	01/11/2010	14:55	Music Practice BTEC Award	L	Late	8
	Tuesday	02/11/2010	09:50	History (Ancient) AS	O	Absent	
	Tuesday	02/11/2010	14:55	Critical Thinking AS	O	Absent	
	Wednesday	03/11/2010	12:30	History (Ancient) AS	L	Late	3
	Thursday	04/11/2010	12:30	History (Ancient) AS	A	Coll. Activity	
	Friday	05/11/2010	15:10	History (Ancient) AS	L	Late	4
Totals: Unauthorised Absences=2 Minutes late:20 Number Lates: 4							

Weekly total of lates/absences

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.

2. **Course Changes** - When a student changes course it is recorded on VISTA. You can view when, and why, these changes have occurred. Any course change must be discussed and agreed with the Personal Tutor. Students must attend their timetabled lessons until the change has been processed and updated on VISTA so as not to affect their attendance. An example is shown below:

Course change notifications for Harry.

Date	Reason
16/09/2011	-Dropped course History (Ancient) AS class HT-11-B1-H/CL11 -Tutor group change from tutor PBA to LDN
12/06/2012	-Started new course Extended Project - Mathematics in class EXZ12-F1-E/CL12 -Changed class for course Physics A2 from class PN-12-F1-2/CL12 to PN-12-D1-2/CL12
30/08/2012	Is hoping to drop Chemistry A2, but I have advised against this until he has carried out further research into Astrophysics courses at university. Astronomy GCSE instead of EPQ. -Started new course Astronomy GCSE in class AS-12-A1-X/CL12 -Changed class for course Chemistry A2 from class CF-12-A1-2/CL12 to CF-12-D1-2/CL12
03/09/2012	Harry has switched from EPQ to Astronomy GCSE (NEV aware of this change) and dropped Chemistry A2 -Started new course Astronomy GCSE in class AS-12-A1-X/CL12 -Dropped course Chemistry A2 class CF-12-A1-2/CL12 -Dropped course Extended Project - Mathematics class EXZ12-F1-E/CL12
05/09/2012	See attached email -Started new course Astronomy GCSE in class AS-12-A1-X/CL12 -Dropped course Chemistry A2 class CF-12-A1-2/CL12 -Dropped course Extended Project - Mathematics class EXZ12-F1-E/CL12
14/09/2012	No longer taught by current tutor -Tutor group change from tutor LQN to NEV

3. **Letters** – This area of the site is still in production, all of the letters sent to you will eventually be listed here.

Letters for Parents

4. **Notes to Parents** – Invitations to consultation evenings are displayed here. You will be asked to attend when a teacher wishes to discuss your son/daughter's progress. General notes about your son/daughter which a member of the senior management team wishes you to be able to see are also shown here.

Student Tracking notes for: Harry ENGLAND

Note type	Date	Author Note	Actions	Outcome
General Note	12/03/2012	BLR Met Harry to discuss Cambridge application (NatSci Physical). Discussed low mechanics mark, explained Cambridge will be looking for at least module profile in region of 80-90% in all A-level subjects. Cannot afford further slip, A or A* in Maths should retrieve situation. You will need to show evidence of enthusiasm and interest across a range of science areas including Chemistry and have discussed how a carefully chosen EPQ topic could help with this and ensure you have evidence of some meaningful wider reading, maybe something around materials, science or formation of chemical elements in stars? You need support in both Physics & Chemistry next year to prepare for interviews which will focus on problem solving skills. Choosing a college isn't critical but by doing so we can highlight interview & testing policy early.	1. High module marks are a priority across the board 2. Think about areas which interest you and have some links with both Physics and Chem; find magazine articles or books and do some reading to start thinking about EPQ possibilities 3. Choose a suitable college and book an open day (July)	

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> and click on the button **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/daughters **personal tutor**.
- A link to the personal tutor's email is located on the VISTA for Parents front page (Progress Link).
- 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. Already you can monitor attendance, the completion of homework and read progress reviews and progress against benchmark grades on line through the VISTA for Parents system.

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

As part of improving our communication with you we **operate a daily text messaging system** regarding absence. If a student misses at least one class, or has 'phoned us themselves' to report an absence a text message will be sent. These texts are sent at lunchtime (for any morning lesson missed) and at the end of the day (for afternoon lessons). You will not, however, receive a second text in the afternoon if one has already been sent in the morning. 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 a high volume of recorded absences. **You need do no more if you are already aware of and have reported the absence.** However should you be 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 about the absence system, or to query an absence, please contact us on 01256 417500 and speak to the Help Desk Team or one of the Division Administrators. Any concerns regarding progress 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, or by email on v4p@qmc.ac.uk, or ring 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.**

We hope you will find this a helpful development to our Support Services.

In brief:

- Texts are sent twice a day – lunchtime and at the end of lessons. You will only receive one text a day.
- 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 will 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.
- If we do not have a mobile number for you but we do have an email address then we will use this.
- If we have neither we will endeavour to contact you by other means.
- Please assist us by ensuring all contact details are kept current for emergency purposes.

