



HOME SCHOOL COMMUNICATION POLICY  
**Hillingdon Manor School**

**Updated: July 2025**



**Latest Review Date: July 2025**

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1	Guiding aim	
	<p><u>Class Dojo:</u> Hillingdon Manor School is fully committed to improving communication with parents and carers of the children and young people. The use of Class Dojo aims to promote engagement by parents and professionals in positive communication. Research shows that schools improve when there is a strong connection with parents as part of the learning community.</p> <p><b>Aims:</b> ○ To ensure day-to-day class information is shared quickly and efficiently. ○ Promoting class team and family relationships ○ To celebrate and share pupils' achievements ○ To maintain the community relationship between Hillingdon Manor and families so that school continues to be an active presence in their lives</p>	<p><b>iSAMS parent Portal will be launching in the new year</b></p> <p><u>iSAMS Parent portal:</u> The role of the Hillingdon Manor Parent Portal is to have a hub of information from professionals and teachers across the school. The use of the Parent Portal aims to increase awareness of systems, policies and resources, as well as a secure form of communication and information exchange.</p> <p><b>Aims:</b> ○ To ensure key information relating to school life and events is shared quickly and efficiently. ○ To have a secure electronic form system for parents to share consent and information with the school. ○ To enhance the relationship between school and home by providing resources and information to support.</p>
2	Policy Rationale	



<p><u><b>Class Dojo:</b></u></p> <p>Class Dojo is an online platform which offers many useful features including home/school communication, positive behaviour management and <b>class and school newsfeeds</b>. To ensure we can safely utilize what it has to offer, it is important that all users are aware of the expectations. Therefore, this policy seeks to provide staff, parents, and other key professionals with clear guidelines as to the way in which Class DOJO should be used, and ways in which it is managed.</p>	<p><u><b>iSAMS Parent portal:</b></u> iSAMS Parent Portal is an online portal which offers many features such as electronic forms, a hub for documents and useful information, a news story and bulletin, and more features to be rolled out throughout the year. Parent Portal will be used to share <b>school newsfeeds</b>. To make sure we are using the space effectively, all users need to be aware of the expectations and guidelines on the way in which the Parent Portal will be used and managed.</p>
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3	What is it?
<p><u><b>Class Dojo:</b></u></p> <p>Class Dojo is a communication platform that connects teachers with parents/carers. It enables teachers and parents to send and receive direct messages to share positive information, updates, photos and videos. Class specific information and announcements can be shared on the class story. Parents can respond with likes, comments and their own photos and videos, creating an interactive class community.</p> <p>Class dojo will be a key hub for parents to view information about the school, including key dates for events, coffee mornings, and student trips. This will also be shared on parental portal.</p> <p>In line with school policy, Class Dojo is also used to recognise skills and achievements. Pupils will be awarded <b>Dojo points</b> when they show positive behaviours i.e. sharing, asking for helping, teamwork and behaviours linked to our school values.</p>	<p><u><b>iSAMS Parent portal:</b></u></p> <p>Hillingdon Manor's Parent Portal is an online platform that allows parents to easily view school information such as Term Dates, Review Days, Parent Workshop Resources and more. It is also a secure method for parents to be able to submit electronic forms for things such as medication, intimate care, dietary requirements, trip consent and photo/video permissions.</p> <p>Parent Portal will be a key hub for parents to view information about the school, including key dates for events, coffee mornings, and student trips. This will also be shared on Class dojo</p>



4	Who can use <i>it</i> ?
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### Class Dojo:

At home, **Parents / Carers** can connect to the app. Parents/ Carers will need a device such as smart phone, tablet or a computer. The app can be set up to instantly translate into over 30 languages.

At school, **Teachers and Teaching assistants** will be the primary users of Class Dojo and will be responsible for setting up the class and using direct messages with the parents. They will share photos and general information about the day.

### iSAMS Parent portal:

The Parent Portal is a platform for Parents / Carers to have a centralized information hub regarding Hillingdon Manor School.

For **teachers and other professionals in school**, Parent Portal is a place to share resources and upload a hub of information to help support parents outside of school.

Parent Portal will be **run by the Admin Team** in school, and information uploaded will be provided by them and other staff across the school.

Parents can request for other family members to be added to their child's Portal by emailing the admin team with:

- The name of the person
- Their relationship to the child
- Their email address



### Class Dojo:

There is different forms of communication and information sharing on Dojo:

1. **Direct message** to specific professional i.e. class teacher, teaching assistant and SMT

The information exchanged in class private messages can only be viewed by the parents and the teacher/ teaching assistant.

Information exchanged in private messages with other professionals can only be viewed by parent(s) and those professionals. This communication script can be downloaded.

Other professionals that can have access at any time:

- Senior school management team (SMT) ○

Designated safeguarding lead (DSL)

### 2. **Class story**

Class wide information sent by teachers in class story can be viewed by all the parents connected in that class. The class team will use this to update you on any information relevant to the class i.e. trips, achievements, changes.

### 3. **School Story**

School wide information sent in school story can be viewed by all parent(s) and professionals who have signed up to use Class Dojo. This section will be used in partnership with Parent Portal, as relevant whole school information will be shared on both platforms.

**A consent letter** must be signed by parents stating whether they allow their child to be present in any photos or videos that are shared with other parents of the class or school. Consent letters are shared to be completed.

### iSAMS Parent portal:

The Parent Portal information can be viewed by certain groups / individuals, based on the sharing sub-section chosen by the school:

### 1. **All**

Information that is relevant to all children such as term dates, policies, Parent Workshops etc. will be shared to all parents so that the resources can be used.

### 2. **School Year Specific**

Information / Resources that only apply to certain Year Groups (e.g. Vaccinations) will be shared only to parents within that category. This is so the information you receive is streamlined and always relevant to you.

### 3. **Class Specific**

Information and resources that are only relevant to certain classes (e.g. consent for a class trip) will only be shared to parents of that class as to not cause confusion and streamline relevant information.

### 4. **Individual Pupil Specific**

Information and resources that are only relevant to your child (e.g. Remote Learning resources) will only be shared with you so they can be individualized and access by the correct parents.

The Admin Team are responsible for uploading information passed on by the wider school team and any other professionals to the Parent Portal.

6	What can it be used for?
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**Class Dojo: iSAMS Parent portal:**

Class Dojo will be used to share positive experiences in or out of school. It will be used to share daily share information, successes, positive photos, videos or observations. Class story can also be used to share announcements relevant to the whole class, such as also be used to upload Remote

Learning where applicable. This can be to cover In conjunction with Parent portal; class dojo will be used to share information regarding upcoming events hosted by the school, share any relevant news with parents, and upload resources to support parents and outside of school.

In conjunction with Class Dojo; Parent Portal will be used to information regarding upcoming events hosted by the school, share any relevant news with parents, and upload resources to support parents and students outside of school. trips, timetables, lunch, changes etc. The Parent Portal will

either a short or a long-term absence from school. To request work, parents and carers will need to talk to their child's form teacher/ SLT, and work will be made accessible to you via the 'Documents & Files' section of the Parent Portal students

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**What is it not used for?**

**Class Dojo and iSAMS Parent portal:**

Both platforms cannot be used for parents to **report:** ○

absences ○ lateness

○ appointments during school hours

Parents must follow school policy by **calling** the school office to report these.

Both platforms cannot be used to ask about and **share concerns**. This includes any first aid, behavioural incidents or safeguarding concerns. Parents must follow the **school policy** by calling the office/ emailing to arrange to speak to the relevant person to report or discuss any concerns (See Safeguarding policy).

Teachers must call parents / carers to ask or share information about any incidents or concerns, i.e. first aid has been given, incident occurred onsite or behaviour that challenges us. DOJO points will not be taken away for incidents or concerns.

Both platforms cannot be used to raise a **complaint**.

There are 3 stages of Complaints, and according to which stage will navigate if complaints should be raised in person, by telephone or in writing. For more information, please refer to Hillingdon Manor's School's complaint procedure found on the school website.

**Important:** Sharing photos/videos with friends and family and posting photos/videos from Class Dojo is prohibited as they that may include staff and other pupils. If you would like a copy of any photo/image please speak to the school directly. Hillingdon Manor School is not responsible for any photos/videos that are taken from the app and shared.

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**Professionals' responsibilities**

**Class Dojo:**

**School** ○ It is Hillingdon Manor school's responsibility that all staff have access to the **Class Dojo policy**. ○ It is the professional's responsibility **to respond** appropriately to direct messages using Class Dojo at a time that does not interfere with teaching responsibilities.

○ It is the professional's responsibility to **check the consent** information about a child before sharing a photo/video in class or school stories.

**iSAMS Parent portal:**

**School** ○ It is Hillingdon Manor school's responsibility that all staff have access to the Parent Portal policy.

○ It is the responsibility of all staff to share relevant information with the Admin Team to be uploaded onto the Portal.

○ No staff member should access Parent Portal on a device that is **not** a Hillingdon Manor School computer / device.

- Nobody should respond to messages **outside of working hours** weekdays and should not access Class Dojo at weekends or during the school holidays
- Nobody will use or access Class Dojo on **their personal devices** such as mobile phones or computers. *Class Dojo* can only be accessed on school IT equipment whilst inside Hillingdon Manor School.

#### **Class Teacher responsibility:**

- To read and follow the Home School policy. ○ To ensure that they are responding to direct messages. ○ To ensure that TAs share information in the students' portfolios or class stories.
- To ensure that information with parents is being shared at an appropriate time that does not interfere with their wider responsibilities. For example, it is not appropriate to send messages during a lesson. ○ To discuss what type of information the parent would like to receive, e.g. lunch.
- To use an alternative form of home school communication if a parent prefers not to sign up to Class Dojo.
- If a parent does not consent to student photos being shared. It is the class teacher's responsibility to ensure that their child is blurred/disguised in the photo/video. ○ It is the teacher's responsibility or member of SMT team to telephone the parent/carer to let them know if their child has been injured or dysregulated. Such information should not be shared on Class Dojo.

#### **Teaching Assistant responsibility:**

- To read and follow the Home School policy. ○ To ensure that they are responding to direct messages. ○ To ensure that TAs share information in the students' portfolios or class stories.
- To upload photos in student portfolio of a positive nature for example showing a pupil engaged in a learning experience, communicating or enjoying themselves. Photos of pupils upset or dysregulated are not appropriate.

**School Admin Team** ○ It is the Admin Team's responsibility to share information provided by staff around the school to relevant parent via the Parent Portal ○ It is the Admin Team's responsibility to pass on information gathered from the Parent Portal to relevant staff. ○ It is the Admin Team's responsibility to support parents and carers to accessing the Parent Portal and to support if anyone has queries about the platform.

○ It is the Admin Team's responsibility to seek consent from a parent before sending an educational photo/video which might include images of their child to all class parents.

○ It is the responsibility of the admin team to collate any information received via the electronic forms so that it can be processed correctly.

**Class Teacher / Class Team** ○ It is the responsibility of the class team to pass on resources and information to the Admin Team so that they can be shared with Parents and Carers.

○ It is the responsibility of class team to collate any information received via the electronic forms so that it can be processed correctly.



9	Parents/Carers' responsibilities
<p><u>Class Dojo:</u></p> <p><b>Parent/ Carer's responsibility:</b></p> <ul style="list-style-type: none"><li>○ To regularly check their Class Dojo account to stay up to date with class specific information.</li><li>○ To follow the relevant school policy if their child is going to be absent from school, late, has a medical appointment, or to share concerns and complaints.</li><li>○ To respect the work of the class teacher, understanding that they are very busy throughout the school day with many demands on their time.</li><li>○ To ensure that any photos sent to teachers are appropriate. This means that children who appear in the photos should be fully clothed.</li><li>○ If a child arrives home from school and the parent would like to discuss an aspect of their appearance such as an unexplained scratch, they have a responsibility to call the school to speak directly with the class teacher.</li><li>○ To check the class dojo school story for any school wide news / calendar events / school resources that have been uploaded by the Admin Team</li></ul>	<p><u>iSAMS Parent portal:</u></p> <p><b>Parent / Carer's responsibility</b></p> <ul style="list-style-type: none"><li>○ To complete relevant forms with crucial information i.e. medication, allergies, consent.</li><li>○ To check the Parent Portal for any school wide news / calendar events / school resources that have been uploaded by the Admin Team</li><li>○ To access "Remote Learning" if required</li></ul>



10	Expectations
<div><div><p><u><i>Class Dojo:</i></u></p><p>It is essential that parents and teachers have reasonable expectations:</p><ul style="list-style-type: none"><li>Teachers' working hours are 08:30-16:00, MondayFriday, term time only. Professionals will only have access at these times. Please note on Mondays and Wednesdays we hold whole school trainings for staff.</li></ul><p>Teachers are in class teaching so may not respond to messages until the end of the day (3pm), if you need an immediate response please call the office.</p><ul style="list-style-type: none"><li>The needs of the class and time determine the number of photos/videos shared.</li><li>Direct messages will be from the class teacher/class team<ul style="list-style-type: none"><li>Portfolios and Class story can be accessed by all staff connected to the class, including TA's.</li></ul></li><li>Please use positive language; any language deemed inappropriate will be recorded.</li><li>When guidance isn't followed conversations/photos will be recorded separately and followed up according to school policy.</li></ul></div><div><p><u><i>iSAMS Parent portal:</i></u></p><ul style="list-style-type: none"><li>Staff working hours are 8.30am to 4pm, Monday to Friday, Term Time only. Sometimes posts and resources may be scheduled outside of these times, but anything submitted through the portal will be collated by the Admin Team within these times. Please note on Mondays and Wednesdays we hold whole school trainings for staff.</li></ul></div></div>	
11	How to set up - for parents

*Class Dojo:*

Parents will be sent a 'Quick guide to the use of *Class Dojo*' (Appendix A) and a letter/email with an invitation containing a unique code. Parents will need a device such as a smart phone, tablet, iPad or desktop computer in order to use Class Dojo . The app is compatible with both iOS and Android software. Parents will also need to be able to access the internet to be able to send and receive messages. There are 2 steps to connect via the app:

1. Parents will receive an invite from their child's teacher with a unique code. This will either be sent in a letter or via email.

2. Parents will need to download the app via the app store and sign up as a parent user. They will be prompted to enter the unique code as verification.

To connect via the website:

1. Go to [www.Classdojo.com](http://www.Classdojo.com) and click 'signup'

2. Click 'parent'

3. Enter the unique code provided by your child's class teacher.

Important: Parents must complete the *Class Dojo consent* letter shared by the admin staff stating whether they give permission for their child to be in photos/videos shared with parents in their child's class (class story) and parents in the school (school story). If permission is not given faces will be blurred/disguised.

Parents will be sent an email via iSAMS with the instructions and log in details for them to access the portal. A separate how to guide has been made and is attached in Appendix D

Parents must set up the web version of the Parent Portal before they can access Hillingdon Manor School on the App version.

Log ins are generated directly through iSAMS and are individualized per person, so cannot be shared. Log ins also time out within 48 hours, so parents may need to request new log ins to be sent.

User guides can be found on the iSAMS website:

<https://public.isams.com/hc/en->

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At the end of the school year, the class your child is connected with will be archived so that parents can still view the information shared. At the start of the school year class teachers will then add parents to their child's new class.	<a href="https://us/categories/360003137237#360004703018">us/categories/360003137237#360004703018</a>
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12	End of year procedures	
<p>At the end of the academic year current class will be archived. This will ensure that parents can still access the information shared with them that year and professionals can retrieve the information if needed in the future. It will also save the students into the directory, so it is easier to create the new class and connect parents. To archive your class:</p> <ol style="list-style-type: none"> <li>1. Click the gear icon (desktop) or the three dots (app) on the class (top right corner) 2. Click finish class/archive class</li> <li>3. Click archive class.</li> </ol> <p>Please ensure that you archive your class even if the students do not change.</p>		iSAMS parent portal will roll over with iSAMS roll over and parents will be automatically added to their new class in September

13	Procedures for when a professional leaves the school	
<p>If a teacher/professional leaves the school, their account will need to be deleted. Teachers/professionals can do this by first archiving their class (see section 14). They will then need to follow these steps: 1. Log into the desktop 2. Click on settings and account settings 3. Select 'delete account'.</p>		Not applicable, only the admin team will have direct access
14	Privacy	
<p><b>A note from Class Dojo's founders</b></p> <p>That's why every Class Dojo product is designed to protect your privacy and security, and give you control over your information. Class Dojo Founders promises to you:</p> <ul style="list-style-type: none"> <li>• We don't share any of your information or students' information with advertisers or marketers.</li> <li>• We don't own anything you add to Class Dojo: you do.</li> <li>• We enable roster-backed single sign-on to control access to your school □ We use the latest security best practices to protect you at all times.</li> <li>• We are compliant with COPPA, FERPA, and GDPR in Europe.</li> <li>• We will notify you if we make any changes to our practices.</li> </ul>		<p>Please click the link below to find out more about the iSAMS Privacy Policy:</p> <p><a href="https://www.isams.com/company/privacy/">https://www.isams.com/company/privacy/</a></p>

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## Appendix A – Quick Guide Class DOJO (Parents)



ClassDojo

### Welcome! Getting started with ClassDojo

Hillingdon Manor school uses Class Dojo to allow Parents / Carers to have a window into their child's day at school. Parents with Class Dojo accounts can see Class Story and School Story (all of your classroom photos and announcements), feedback, and their child's individual Portfolio.



- ✓ Teachers
- ✓ Teaching Assistants
- ✓ Clinical team
- ✓ SMT
- ✓ DSL



- ✓ Parents
- ✓ Carers

### Any device, any language

- Parents can use **any device**, **iOS** or **Android**, as well as their **computer** to connect!
- They can read all Class Story posts and direct messages in their preferred language instantly, with **automatic text translations in 35+ languages**.



### You're always in control



#### Your information is yours

ClassDojo never sells or rents your information to anyone – especially not to advertisers. We've committed to this in our Privacy Policy [here](#).



#### Full oversight and control

Teachers, parents, and students can access, modify and delete their information whenever they want to, as we say in our [Privacy Policy](#). They are also free to choose to discontinue use of ClassDojo anytime.



#### 12-month deletion policy

We delete students' accounts if they are inactive for more than twelve months and we automatically delete any feedback points after a year. Read more in our privacy policy [here](#).

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## How to connect with your child's class

Your child's teachers will need to invite you to join their class. They can either invite you by text, email, or send home a parent code.

What Class DOJO **can** be used for:

- ☐ To share positive experiences in or out of school.
- ☐ To share positive photos or videos.
- ☐ To share success
- ☐ To update on class specific information i.e. trips, changes.

What Class DOJO **cannot** be used for:  
To report

- ☐ Absences
- ☐ Lateness
- ☐ Appointments
- ☐ Ask or share concerns
- ☐ To report complaints

**Important:** Please be mindful of posting pictures from Class DOJO on social media is prohibited.

### Story Feed

✚ A Parent / Carer story feed includes Class Story, School Story, and Portfolio

### Points

✚ Parent / Carers can see the last two weeks of their child's DOJO points

### Messages

- ✚ Parent/ Carer will get a notification when a professional from Hillingdon Manor school sends a message. You can read it, and reply by using the Messages Tab.
- ✚ With instant translation to 35+ languages, families can automatically receive messages in their preferred language.



### Expectations:

**8.30 AM – 4PM:** These are Teachers working hours. They will only have access at this time. They are teaching for most part of the day and may not be able to respond to messages until the end of the day. Please note that all staff are in whole training Mondays and Wednesdays. **Urgent:** For anything urgent, please call the office.

**Language:** Please use positive language.

**Policies:** Please follow relevant policies which can be found on our website. In instances where this doesn't happen, the school will follow this up accordingly.

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## Appendix B – Hillingdon Manor School Quick Guide

**Teachers:** Direct messages, class story

**Other professionals: As:** Direct messages, Direct messages, class story or school story. Portfolio, class story and direct messages (only in teacher's absence)

What Class DOJO **can** be used for:

- Sharing positive information  
e.g. topics of learning, trips
- Sharing success e.g. skills
- Sharing appropriate positive  
photos and videos
- Sharing event dates
- Sending reminders
- Sharing visuals regarding events and change  
i.e. social  
stories and trips
- Requesting information to personalise learning

What Class DOJO **cannot** be used for:  
To report

- ☐ Behaviour of concern
- ☐ Restrictive practice
- ☐ First aid concerns
- ☐ Asking for information from  
home about incident/ bruising  
e.g.
- ☐ Sharing photos/ videos of a  
student in negative light
- ☐ Sharing safeguarding concern

# Hillingdon Manor School Responsibilities



- ✚ Following the Home School Communication Policy
- ✚ ✚ Teachers to respond to direct messages (unless absent). If TAs are responding to a message, to clearly identify this by ending the message with your name.
- ✚ To be aware of photo consent and share with all staff connected to the class ✚
  - ✚ To use individual Portfolio's to upload photos of success and work.
- ✚ To use at appropriate times, within your working hours of 8.30AM – 4PM
- ✚ Do not respond to messages or share information during teaching time / weekends / school holidays.
- ✚ Do not access from your personal device
- ✚ To use a paper diary/ e-mail if parents to do not consent to using Class Dojo

## Appendix C – Teachers Guide- Inviting Parents Class DOJO



**ClassDojo**

### **Welcome!** Getting started with ClassDojo

ClassDojo connects teachers with students and parents to build amazing classroom communities. Check out these tips to help you get started!

#### **3 steps to getting started quickly!**

1. Download the app (Android or iOS) or go to [classdojo.com](https://www.classdojo.com)
2. Get set up by adding a class and students from the "School Directory"
3. Invite parents by clicking "Invite parents". Print invitations or send them by email

#### **Top tips from Teachers**

- ✓ Instantly say hello to all families by sending a Message
- ✓ Welcome students by posting a classroom photo on Class Story
- ✓ Give students ownership of the class culture by customizing skills together
- ✓ Let students show off their work by having them post to Portfolios
- ✓ Most importantly, have fun :)

#### **More Resources**

Free resources and  
classroom decorations

**[www.classdojo.com/resources](https://www.classdojo.com/resources)**



Faqs, support, and top ideas  
**[www.classdojo.com/support](https://www.classdojo.com/support)**

Thanks for reading! Learn more at  
**[www.classdojo.com](https://www.classdojo.com)**

# How to easily connect parents as a teacher

Teachers can [invite parents to connect to their class](#) by email, text, sending home unique parent codes, or sharing their class link!

1. **On web** select **Invite parents** from the top of the class page.
2. **On mobile** select the top right **menu icon** and then **Connect parents**.



There are four invite options:

1. Enter the family member's **email address**
2. Enter the family member's **phone number (US only)**
3. Select [Individual Invites](#) which includes a "P" code that parents can enter into their account to connect to their child's class
4. Select [Class Link](#), which allows you to share a single link with all parents that invites them to connect to the class and their child. Parents will enter their child's name and the teacher will approve the parent's request or connect them to a different student.

Parents will be prompted to create a parent account with their email address if they haven't registered already. If they have an existing parent account, they can use that account to connect to the class.

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## Add parent connections through your Directory

Verified teachers and staff can connect parents to students in the Directory:

- Search and **click on a student**
- Select **Connect a parent**
- Enter the **parent/guardian's email address**
- Repeat for multiple parents/guardians by selecting **Connect another parent**

## Appendix D – Parent Portal User Guide

The Hillingdon Manor Parent Portal gives you everything you need to keep constantly updated on what goes on at Hillingdon Manor. To set up your account and log in, please follow this guide, and if you have any questions, please contact your site admin or call the main office, and we will be able to assist you 😊

(Please note the link expires after 48 hours, so please let Admin know if you need the email resent)

### **Step 1 – Welcome Email**

You will receive a welcome email to the portal via an iSAMS email which should look something like this:

## Parent Portal Joining Instructions

Dear

We're proud to announce our Parent Portal is live! You'll be able to login and access school information and details of your son Leon's progress and performance, including downloadable school reports. What's more, with our mobile app, you'll be able to receive school info and notifications on the go.

### Create your account

To set up your Parent Portal account, please complete the following steps:

In your desktop or mobile web browser, head to

<https://bricklane.parents.isamshosting.cloud/>

1. Select **Create an account** in the top right corner.
2. Enter your unique credentials:
  - **Portal access code:**
  - **Portal access password:**
3. Enter your details, using the email address we have on file for you.
4. You'll be sent an automatic email to confirm your account.
5. Click the link in your email, and log in to the portal.

We recommend saving the Parent Portal as a **favourite** or **bookmark** in your browser, so it's easy to find whenever you need it.

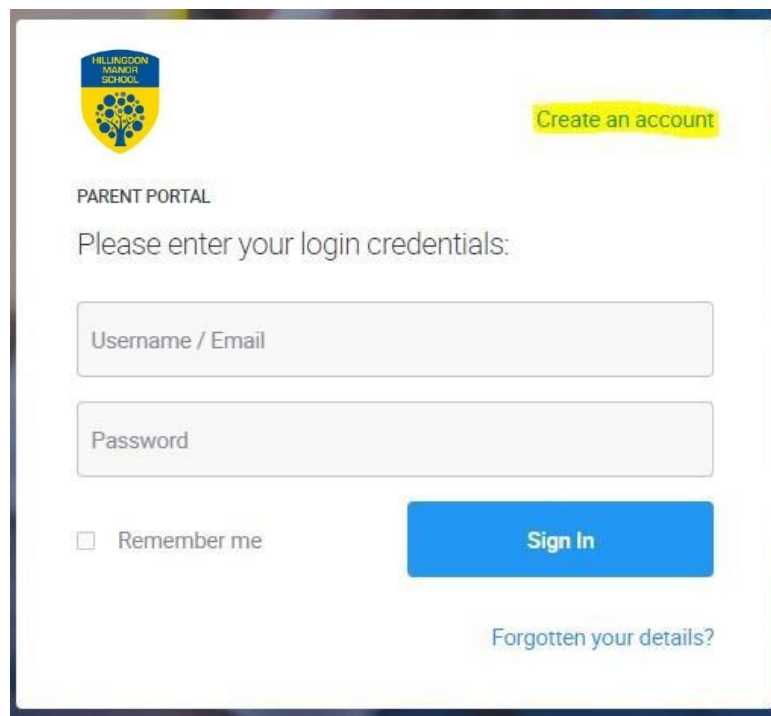
### Get started with the App


1. Head to your App/Play Store on your mobile device.
2. Search for and download the **iSAMS iParent App**.
3. When asked for a **School Code**, enter **BRLA**
4. Log in using your Parent Portal credentials

If you have any questions, please don't hesitate to get in touch.

## Step 2 – Creating the Account

To create the account initially, you will need to access the web page version of the Portal. To do so, please go to <https://hillinigdondonmanor.parents.isamshosting.cloud/> where you should see the box below:



 [Create an account](#)

PARENT PORTAL

Please enter your login credentials:

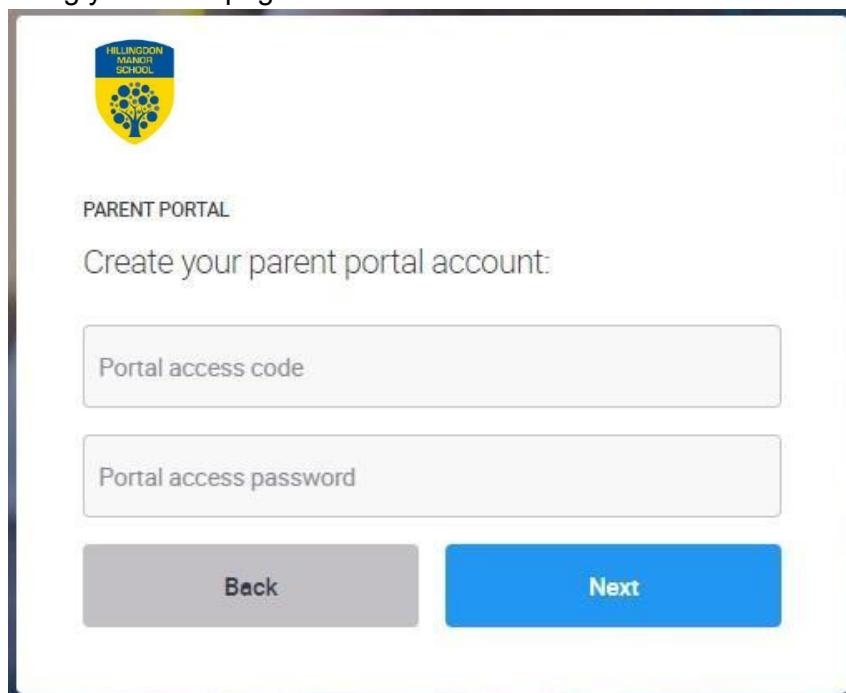
Username / Email


Password

☐ Remember me [Sign In](#)

[Forgotten your details?](#)

You will then need to click on the 'Create an Account' link highlighted in Yellow in the screenshot above, which will bring you to the page below:



 PARENT PORTAL

Create your parent portal account:


Portal access code

Portal access password

[Back](#) [Next](#)

In these boxes, please put the Portal Access Code and Portal Access Password that you received in the welcome email.

After filling this in, it will bring you to the page to fill in your details. Please make sure that this matches the email that the Welcome Email was sent to, as otherwise the system will not let you activate the account.



[Sign-in instead](#)

**PARENT PORTAL**

Please enter your details carefully:

Title ▼

Forename

Surname

Email address

Password

Confirm Password

Your password must contain 3 of: an English uppercase character (A-Z); an English lowercase character (a-z); a numeric character (0-9); or a non-alphanumeric character (!, \$, %, #).

Back

Register

### **Step 3 – Verifying and finishing the set up**

After completing the set up, you will receive an email from iSAMS Administrator with a verification link. This is to ensure that the account is linked to the correct email:

**Parent Portal - Account Activation**

**Verify E-Mail Address**

In order to activate your account the e-mail address you gave must be verified. Please click on the link below to verify your e-mail address or copy it into your web browser's address bar. The link will expire in 7 days.

**Username:** .

**E-Mail Address:**


**Verify E-Mail Address:** <https://bricklane.isamshosting.cloud/auth/parentportalregistration/activate?guid=c367048b-7f6d-4b41-a1e1-f17a1b523fa3>

This is an automated e-mail [E/M #SAMS\_PARENTPORTALMANAGER\_ACCOUNTACTIVATION] and is sent by default from iSAMS Administrator (Brick Lane) [bricklaneoffice@bricklaneschool.co.uk].

If you reply to this e-mail please verify that this or any other address used by the sender is the one to which you wish to reply.

Exchange Received: 09/07/2024 15:24:09 +01:00

You will then be able to log in via the online portal following the link  
<https://hillingdonmanor.parents.isamshosting.cloud/>



[Create an account](#)

**PARENT PORTAL**

Please enter your login credentials:

☐ Remember me

Sign In

[Forgotten your details?](#)

## **Step 4 – Downloading and Setting up the iParent App**

Now that you have an account linked to the school, you will be able to log in via the app. The app currently doesn't have all the same features of the web page, but you can still get most of the same features. To access the app, go to the App Store (Apple) or Play Store (Android) and search for 'iParent App'



**iParent App** 4+

An iSAMS App for Paren

**iSAMS Limited**

Designed for iPad

★★★★★ 4.3 • 813 Ratings

Free

**iParent App**

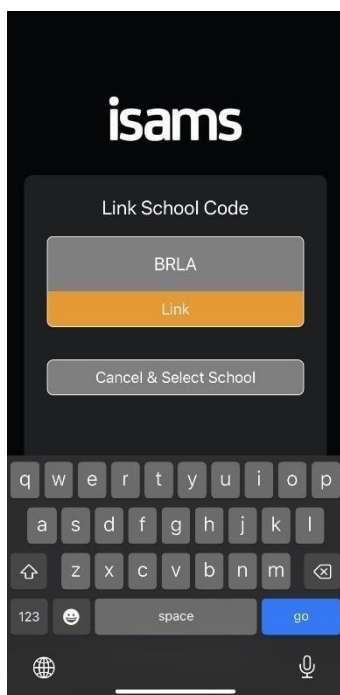
iSAMS Limited

2.5★ 443 reviews • 100K+ Downloads • PEGI 3

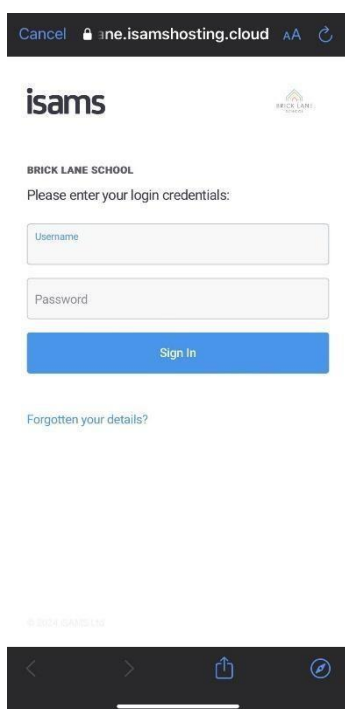
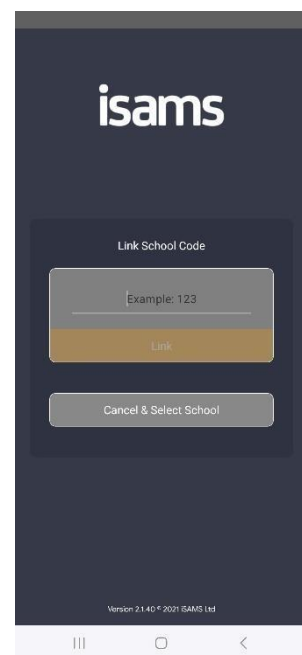
Install [Share](#) [Add to wishlist](#)

You don't have any devices





Once Downloaded, it will ask you for a 'School Code'. This links you to the School to be able to log in. The school code for HMS will be shared in due course



Once linked, it will bring you to the log in page, which is where you put the email and password that you set up via the web page.

