MyEd User Guide

MyEd is an app all parents or carers with children at Westbourne Academy can download and use. Only parents and carers who are registered on our school database as having Parental Responsibility will be able to connect to their child's student page.

All information about our academy and a lot of information about your child can be found here instantly. This is where you go to purchase uniforms, school meals and trips, monitor your child's attendance and read your child's school report and where all messages from the academy can be found in one place – no more searching through email boxes and texts!

This can be easily downloaded to any suitable mobile phone or tablet. In order to do this you can go to your app store or scan the QR code below.

By allowing notifications you will be aware of any new messages and texts that may be important. Having selected Westbourne Academy you will be asked to enter your name, mobile number and email address that we have on our school system), you will see the My School page.

My School Page

By selecting the relevant icon, you can access academy wide resources.

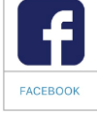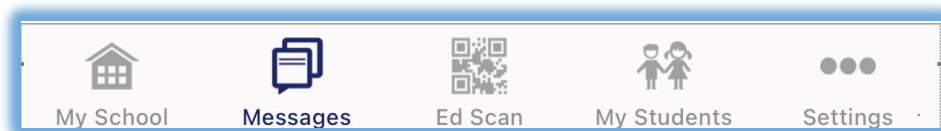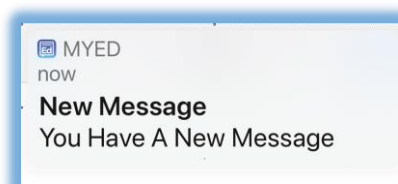|	
RESOURCES	This is a first-stop place to look for all sorts of resources, such as 'Exams & Learning', 'Health and Wellbeing' and 'Help for Parents'.
SCHOOL INFO	You will find useful information relating to the academy here, from the Food Hall menu, exams information, and all our academy policies
NEWS	Selecting this links you straight to the news section of our school website.
WEBSITE Activ	If you still find the need to access the academy website, you can go straight to it from here.
SHARP	This directs you to our SHARP system. Anyone can access this completely confidential reporting system. You can use it for advice, if you need a hand or have a problem which could be at the academy, at home, with family, friends, or in the community.
PAYMENTS	This links to our payment system SchoolMoney. It enables you to top up your child's dinner money account, pay for school trips and resources when required. If you experience difficulty logging in please email data@westbourne.attrust.org.uk for help.
UNIFORM STANDARDS	Here you can find the specification for the full school uniform, PE kit and essential equipment. You can also see our standards in regard to makeup, hair and jewellery here.
UNIFORM SHOP	You can purchase all your school uniform needs from here.
ACADEMY CALENDAR	The Academy diary is a good place to check for the dates of events, such as parent evenings, trips and photographers.

TERM DATES - CURRENT	You can find our term dates for the current school year here.
TERM DATES - FUTURE	This shows the term dates for the next academic year.
USER GUIDE	This is the full My/Ed User Guide.
FACEBOOK	Selecting this links you to all the Facebook posts published by Westbourne Academy, without you needing your own Facebook account.
TWITTER	Selecting this links you to all the Twitter feeds published by Westbourne Academy, without you needing your own Twitter account.

Messages

At the bottom of the screen you will see a Messages button.

My School	Messages	Ed Scan	My Students	Settings

Any personal message about your child can be found here. To receive an alert that a new message has been sent to your device, you must allow notifications on this app. You will then receive a notification on your device that will look this:
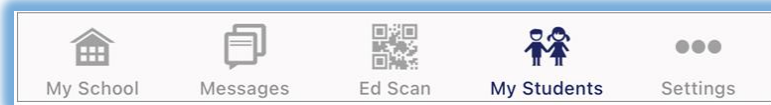
MYED
now
New Message
You Have A New Message

The message button at the bottom will also show you have an unread message.

Messages may include for example, a message from the Absence Hotline regarding your child's attendance at the academy, notification of a new school report or even unexpected school closures. If you do not use the app for a month, you will still receive SMS messages in the normal way to your device, however the academy will be charged for this.

My Students

Information that is specific to your child can be found by selecting the My Students button.

By selecting the relevant icon, you can access academy information about your child. A blue star in the top left corner of a button indicates there is new information.

29.41% ATTENDANCE	This displays the percentage of time your child has attended school. By selecting this button, you can see a breakdown of the number of authorised, unauthorised and unexplained absences. It also show that number times your child had been late for school. If you have a query regarding this data, you can either email attendance@westbourne.attrust.org.uk or ring the Attendance hotline on (01473) 466145.

ABSENCE	Selecting this shows a calendar. Unexplained absences are shown with a red dot against the date. It also shows recorded absences including medical appointments, holiday requests and days off due to illness. Please contact the Attendance department by either emailing them to attendance@westbourne.attrust.org.uk or ring the Attendance hotline on (01473) 466145.
28 TIMETABLE	Selecting this button will show your child's timetable. All the lessons for the current day will be listed. To select another day, use the blue buttons at the top of the page. TIMETABLE Week 1 MONDAY ● ○ ○ ○ ○ Period 1 08:30 DT Linear 2
FORMS	Coming soon… Forms that we would like you to complete will be kept here. Example of this might be giving consent for school trips or vaccinations.
MESSAGE HISTORY	All SMS (texts) and emails that have been sent to you from the academy can be found here. You will find the most recent SMS or email first.
PARENTS EVENING BOO…	This takes you to the login page of our Parents Evening System. When invited, you will be able to book your appointments with your child's teachers.
REPORTS	You can access your child's school reports here. From Spring 2021 onwards all reports will be stored here, with the most recent being first.
SMHW	This enables you to login to Show my Homework to see your child's homework, when it is required and if it is overdue.

I hope you will agree this an easy way to access all the information you require for your child and the academy. If you have any queries in regard to this app, please email data@westbourne.attrust.org.uk and we will try our best to help you.