



June 2022

**Dear Parent/Carer**

The Parents Portal programme has now been successfully launched in your child's school. You should have received a letter notifying you about the programme. This also included guidance on how to access Parents Portal and make the "Link to your Child" in order to enjoy the services offered by the programme.

Please refer to the link in Step 4. in the guidance below where you will find really helpful short interviews from a parent, school clerical employee and a head teacher about their experience of Parents Portal. Parents Portal provides you with instant access (24 hours x 7 days a week) to your child's school for administrative services.

One of the major benefits of Parents Portal is that you receive information about your child's school instantly and no paper is required for Annual Data Checks (ADCs) and Permission slips. The Annual Data Check exercise takes place in August and September. If you have not already done so, it would be very much appreciated if you could join Parents Portal by following the guidance below. This will help ensure you are ready to experience the benefits of Parents Portal.

1.	<p>What is Parentsportal?</p> <p>This short film will give you a quick overview of what the programme does.</p> <p>Please note that not all of the services are currently available, but we will be introducing them on a phased basis.</p>	<p>Introduction to Parentsportal link;</p> <p><a href="#">Parentsportal YouTube Guide</a></p> <p>The initial services we will be using are as follow;</p> <ul style="list-style-type: none"> <li>i) Linking your Child</li> <li>ii) Change contact details</li> <li>iii) Annual Data Checks</li> <li>iv) Permission slips</li> <li>v) School Calendar</li> </ul>
2.	<p>Parents/carers, who wish to use parentsportal.scot, must have a MyGov account.</p>	<p>You can open a MyGov account by accessing the following link;</p> <p><a href="#">MyGov Account</a></p>
3.	<p>Parents/carers can use the same login and password details for your MyGov account to log into parentsportal.scot</p>	<p>You can now access parentsportal.scot using the following link;</p> <p><a href="#">Parentsportal Site</a></p>
4.	<p>When parents/carers access parentsportal.scot for the first time you are required to make a digital link to your child. This step is essential for you to use Parentsportal.</p> <p>If you have any problems linking to your child, there is a helpful guide. If you continue to experience issues with this then please contact the school.</p> <p>There is also a link to Frequently Asked Questions which you may find helpful for reference purposes.</p>	<p>Linking your child and further guidance link;</p> <p><a href="#">Guide to Linking your Child and FAQs</a></p>

Thank you for your support.

Douglas Hutchison

Executive Director of Education