

Parent Portal

Welcome to this brief overview of the St John's College Web Portal that is available to both students and their parents/caregivers. The portal is an important tool that parents and caregivers should use to keep up to date with their child's education at St John's College.

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Accessing the Portal

The portal can be accessed via a web browser by either going to <u>http://portal.stjohns-hamilton.school.nz</u> or directly from the College website – click on the Kamar Portal link found at the bottom of the web page. You will have received logon details for each of your children. Please contact the College if you have not had these details. Students also have their own username and password to access the portal; these details have been emailed to their College email address.

uick Lin	iks					Upcoming Events
E 600	gle Apps - Students	192	Kamar Portal		Google Apps - Staff	Sat 09 Aug - SJC Ball
2	11.00	enterne	-	•	ACTIVATION ACTIVATION	Fri 15 Aug - Chanel Shield
a libra	ry access	ø	messages and absences	P	Statt Web Mail	Sat 10 Aug - Chanel Shield
						View All Events

In addition to being able to access the portal via your web browser there is also a KAMAR app available for both iOS and Android Devices and can be downloaded from the following links:







iTunes App Store: <u>https://itunes.apple.com/nz/app/kamar/id336862723?mt=8</u>

Once you have downloaded the App and it is installed on your device you will need to:

- 1. Set the App up with your username and password (These will have been emailed to the email addresses we hold on file for the primary/secondary caregivers)
- 2. Add the server address into the settings which is portal.stjohns-hamilton.school.nz
- 3. Use the App not that the App requires an active internet connect

If you have any technical problems accessing the portal please contact the college - <u>secretary@stjohns-hamilton.school.nz</u> Please state the nature of your problem as well as the name of your child/form group in the email.

What can I access through the portal?

The St John's College Web Portal is an important resource for parents and caregiver's to access whilst their child is attending the College. The portal has been put in place to strengthen our home/school links and to give you access to important information to have meaningful conversations around your child's education at home. At this point in time the portal gives you access to Daily Notices, Personal Information, Timetable, Attendance, NCEA Results and progress (L1-L3), Archived Reports and Fees. We will be looking at additional ways to extend the portal in the future.

Why should I use the portal?

You should use the portal so that you are more proactive in your child's education. We are certainly not saying that you should log on every week, but here are some suggestions on how you could use the portal:

- Check attendance The Ministry of Education target for student attendance is 92%. Use the attendance page in the portal to monitor your child's attendance during the academic year
- Have a child in Year 9? Use the timetable page to help them organise their bag/equipment the night before for school to help them settle in to good work habits
- Keep up to date with what is going on around the College by reading the Student Notices as well as what is on our Facebook Page
- Check your details. Should you move house, change your email address or mobile number use the online form to keep us informed.
- Have a child in Years 11-13 Use the portal to monitor their progress towards NCEA. There is an excellent credit summary for you to use and have conversations with your child. This, and attendance are probably the most important elements for you to use in structuring conversations around learning with your child to ensure that they reach their potential.
- Check you are up to date with fees that are owing

Remember, it is important to celebrate their successes and the portal can give you a great window in to their educational world as well as identifying areas for improvement.



Notices Details Timetable Attendance NEEA Summary Cutternt Year Resolts All Resolts Geosus Reports Eees Locout

Navigation

The navigation bar appears on the left of every page and allows you to visit the different areas of content within the portal. Simply click on the link of the page you would like to visit.

Notices -.Yew Predax Data Nation

Wednesday	rann ar Anyy 2014		
Meetings/	Fractices		
130ED Stud	lents	Student Services (Wed 30 Jul)	LA
#	All 130ED students with a ful must attend.	I license please see Mr Aspilin during extended form time today in Stude	ot Services. All
Softbell		MD4 (Thu 31 Jul - Break 1)	HOM
н	Anyone interested in playing Walkato Champions. Join a w	Softball this year. Meeting in MO4 Break 1 Thursday: BE PROMPT. We ar Inning team.	e the current
Technology	Club	P 4 (Tue 29 Jul - Break two)	SAL
Tear 9	There is amenting for year m year 9 student is welcome.	ine students interested in joining the Technology slub at break two We	dnesday. Any
MASS ON W	EDNESDAY	Library (Wed 30 Jul)	SM
AL.	PKJA Form class and all stud	ents are inited to attend Main in the Library on Wednesday.	
CHEAP CHIP	5 FOR SALE!!	tuck shop (Wwd 30 Jul)	5M/
44	PLEASE SUPPORT THE SOCIAL	FUNDRAISERIT	
	Cheep, crunchy chips for se	e -only 50c from the Tuckshop!!	
Senior RE C	lasses of Mr Bormans	Mr Bormans' classroom (Mon 28 Jul)	MBC
Senara	A reminder to all Senior stur need to be organized and co responsibility to turn up + 8	lents of Mr Bormans: If you have to complete an assessment for Mr Bora one to his room during lunchtimes this week. No more class time will be credits is 6 credits.	ans then you given. It is your
General H	otices		
WalMaths p	nactice (Year 9)		MP
taar 4	There will be some selection R04 (Mr Plant's room).	sections for the Year 9 WalMaths team starting with the first at Lunch	time on Friday in
Morning Ba	shetball		MYC
44	There will be no early morni	ng basketball practice on THURSDAY noming. Mr Young still sick	

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Notices

The notices section gives you access to the daily notices that form tutors read out to the students each morning. The notices are divided into two main sections: Meetings/Practices and then General Notices. You are able to scroll through different days using the links at the top of the page. This is a great way of keeping up

to date with all the events that are taking place at the College. It is very useful for parents/caregivers of Year 9 students how can look a few days ahead to see if there are any special notices coming up.

Details

This page gives you an overview of the personal details that we hold on file for you and your children who attend St John's College. Please make sure that you check this information and use the Change details form to update any details that are incorrect. It is imperative that the details we hold for you and the students on file is incorrect. Especially email addresses as these are one of the main forms of communication we use to contact parents.

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The timetable page will show you the timetable for the current week. Under the subject is the three letter code for the teacher that is delivering the lesson along with the room. Should a student lose their timetable they can print a copy off from this page.

Attendance

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The attendance page allows you to looks at the summary attendance codes. It defaults to the current week but you can select any week by clicking on the arrows in the top left of the page.

NCEA Summary

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For those parents/caregivers who have a child in Year 11-13 this page provides crucial information about the progress that they are making towards their NCEA at St John's College. It shows all of the credits that they have been entered for through St John's College. Note that this may not include some credits from external providers.

This page will show their NZQA ratified results as well as the Credits earnt this year. A good indication of progress is what we call the conversaion rate – the Total Number of Credits Gained / Credits Attempted. The NCEA Summary page will also summarise the results (Internal Achievement/ Unit Standards) that have been sat this academic year.



All Results

Please be mindful that NCEA results will only be shown for those credits that have been awarded at St John's College. For a full summary of credits from previous schools (if applicable) and those awarded by some external providers, the student will need to log on to the NZQA website using their unique logon. The results are broken down by NCEA Level.

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Groups

The group page outlines any groups that your child belongs to – this may include Sports Teams as other extracurricular activities.

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Attendance	2014		
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Groups			
Reports			
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Reports

The reports page allows you to access your child's archived reports; these are downloaded as PDF files. Should you want a copy of a report you should go this page and download the relevant file rather than contacting the College.

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Details	Reports
Timetable	
Attendance	2014
NCEA Summary	Term 2 Report
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All Results	2013
Groups	Terms 2 Heasers
Reports	Tores of Bennet
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Logout	
St John's College - 30/07	2014 12:27pm

Fees

The fees page shows a summary of the your school account, along with a balance due. We are currently looking at developing this system to take online payments but for the time being payments need to go through the normal channels.

NICEA Summary	Blazer Hire - Maadi Cup	20.00	20.00	0.00	16/04/2014
Current Year Results	Donation to Diocese Building Fund	250.00	0.00	250.00	
All Reputti	Donation to School's General Fund	450.00	150.00	300.00	25/06/2014
Groups	10 Card	5.00	5.00	0.00	19/02/201
Seports	NZQA Fees (2014)	76.70	76.00	0.70	30/07/201
iees	PTFA Donation	10.00	10.00	0.00	19/02/201
introit.	Rowing - Maadi Cup	900.00	900.00	0.00	10/02/201
	Sociel - July 2014	10.00	10.00	0.00	22/07/201
	Student Diary	15.00	15.00	0.00	19/02/201
	Year 11 Geography Trip to Taupo	70.00	70.00	0.00	12/05/201
	Year 11 Maths Revision Guide & Notes	20.00	20.00	0.00	25/06/201
	Year 11 Retreat	20.00	20.00	0.00	26/03/201-
	Yearbook	25.00	25.00	0.00	17/04/201
		Total Current Due:		\$550.70	

Logout

Please ensure that you logout at the end of the session, particularly if you are using a shared computer. Personal data is available via the portal and you have a duty of care to ensure that this is kept secure.

We hope that you have found this guide informative and that you will use the portal to support your child's education whilst he studies at St John's College.

Dominic Tester

Deputy Principal