



GUIDE TO THE PARENT PORTAL AND WEBSITE

Dear Parents,

We hope that you find the below guide helpful when navigating the Portal.

The Parent Portal is a means for Ripley Court to connect parents with their children's activities and progress at the school.

Any questions about the website or if you have difficulties logging in, please do direct your query to support@ripleycourt.co.uk

Topic	Page Number
Navigating the Ripley Court Website	2 - 4
Logging onto the Portal	5
Navigating the Portal	6
SchoolBase Parent App – download and login	7-8
SchoolBase Parent App – navigation	9
Signing up to Clubs	10

NAVIGATING THE WEBSITE

Please refer to this guide when navigating the website; there is a lot of information available to parents, and we trust that you will find the content informative.



PARENT HUB



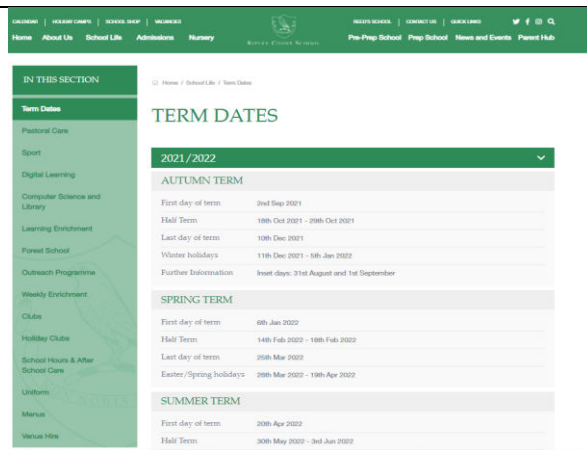
The Parent Hub is where you will find the Parent Handbook, Letters Home and Knowledge Organisers.

Letters Home are saved in the relevant Year Groups and appear in date order. Letters are updated weekly and remain in the folder for parents to refer back to at any time. Please note that some letters are password protected. Please use password **RCSParent1** to gain access to password-protected letters.

Knowledge Organisers: The termly curriculum is organised in Year Groups and is updated regularly.



SCHOOL LIFE



Here are you will find useful information about the day-to-day activities for your child.

This includes things like:

- Term dates
- Clubs
- Weekly Menu
- Uniform lists



CALENDAR

CALENDAR | HOLIDAY CAMPS | SCHOOL SHOP | VACANCIES

Home About Us School Life Admissions Nursery

REED'S SCHOOL | CONTACT US | QUICK LINKS

Pre-Prep School Prep School **News and Events** Parent Hub

Home / News and Events / Calendar

CALENDAR

Category: - View All -

View By Month View All

Subscribe to full calendar

MAY 2022

20 Multi Day "Break the Rules" (RCPA)

21 RCPA Summer Festival

You will have received a copy of the termly calendar in the post. We do however, recommend you keep an eye on the online calendar for regular updates and changes to sports fixtures.

RECENT PHOTOS

CALENDAR | HOLIDAY CAMPS | SCHOOL SHOP | VACANCIES

Home About Us School Life Admissions Nursery

REED'S SCHOOL | CONTACT US | QUICK LINKS

Pre-Prep School Prep School **News and Events** Parent Hub

Home / News and Events / Recent Photos

RECENT PHOTOS

IN THIS SECTION

Latest News

Calendar

Newsletters

Recent Photos

In The News

Announcements

Facebook

Twitter

Instagram

SCHOOL PHOTOGRAPHY

LITTLE COURT DANCE EXTRAVAGANZA

COLOUR RUN

This is a private gallery only accessible to current Ripley Court Families. It can be accessed using the username and password below.

Username: **Parents**

Password: **RCSParent1**

The Password will be changed at the start of each academic year, and parents will be notified in the weekly communication. **You are welcome to download photos from the Gallery, but for the safety of other children, please do not share photos of other children.**

NEWSLETTERS

HOLIDAY CAMPS | SCHOOL SHOP | VACANCIES

Home About Us School Life Admissions Nursery

REED'S SCHOOL

RIPLEY COURT SCHOOL

Pre-Prep School

Home / News and Events / Newsletters

NEWSLETTERS

Court Circular 47 - 13 May 2022

Court Circular 46 - 20 April 2022

Court Circular 45 - 25 March 2022

Court Circular 44 - 4 March 2022

Court Circular 43 - 11 February 2022

Court Circular 42 - 28 January 2022

Court Circular 41 - 14 January 2022

Court Circular 40 - 20 December 2021

Court Circular 39 - 26 November 2021

Court Circular 38 - 12th November 2021

Court Circular 37 - 15 October 2021

Copies of the fortnightly Court Circular can be found in Newsletters.

Follow Ripley Court School on our social media portals:



Ripley Court School

<https://www.facebook.com/>



@ripleycourt

<https://www.instagram.com/ripleycourt/>



@ripleycourtprep

<https://twitter.com/RipleyCourtPrep>



ABOUT US

CALENDAR | SCHOOL SHOP | VACANCIES

Home About Us School Life Admissions Nursery

REED'S SCHOOL | CONTACT US | QUICK LINKS

Pre-Prep School Prep School News and Events Parent Hub

RIPLEY COURT SCHOOL

IN THIS SECTION

Welcome from the Headmaster

An Introduction to Ripley Court School

What our parents say about us.

Our Campus

Aims, Ethos and Values

History of the School

Reed's School

Results and Destination Schools

Inspection Reports

Our Community

Home / About Us / Welcome from the Headmaster

WELCOME FROM THE HEADMASTER



To find out more about our staff, please visit **About Us**.

In this section you are able to learn more about who we are and what we do.

The members of the RCPA (Ripley Court Parents' Association) are shown here and can be contacted on rcpachair@gmail.com.



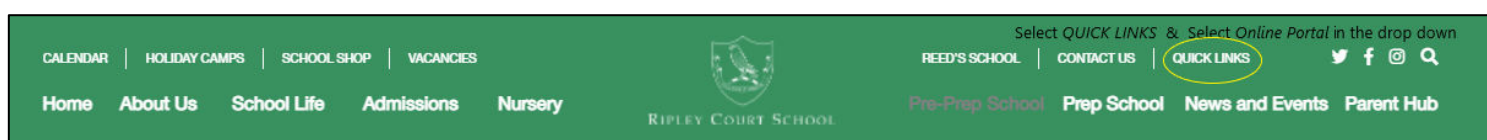
LOGGING ONTO THE PORTAL FOR THE FIRST TIME

As parent who is new to Ripley Court, you will receive an email from SchoolBase with your login details. Please ensure you check your junk folder, if you are unable to locate these details email support@ripleycourt.co.uk.

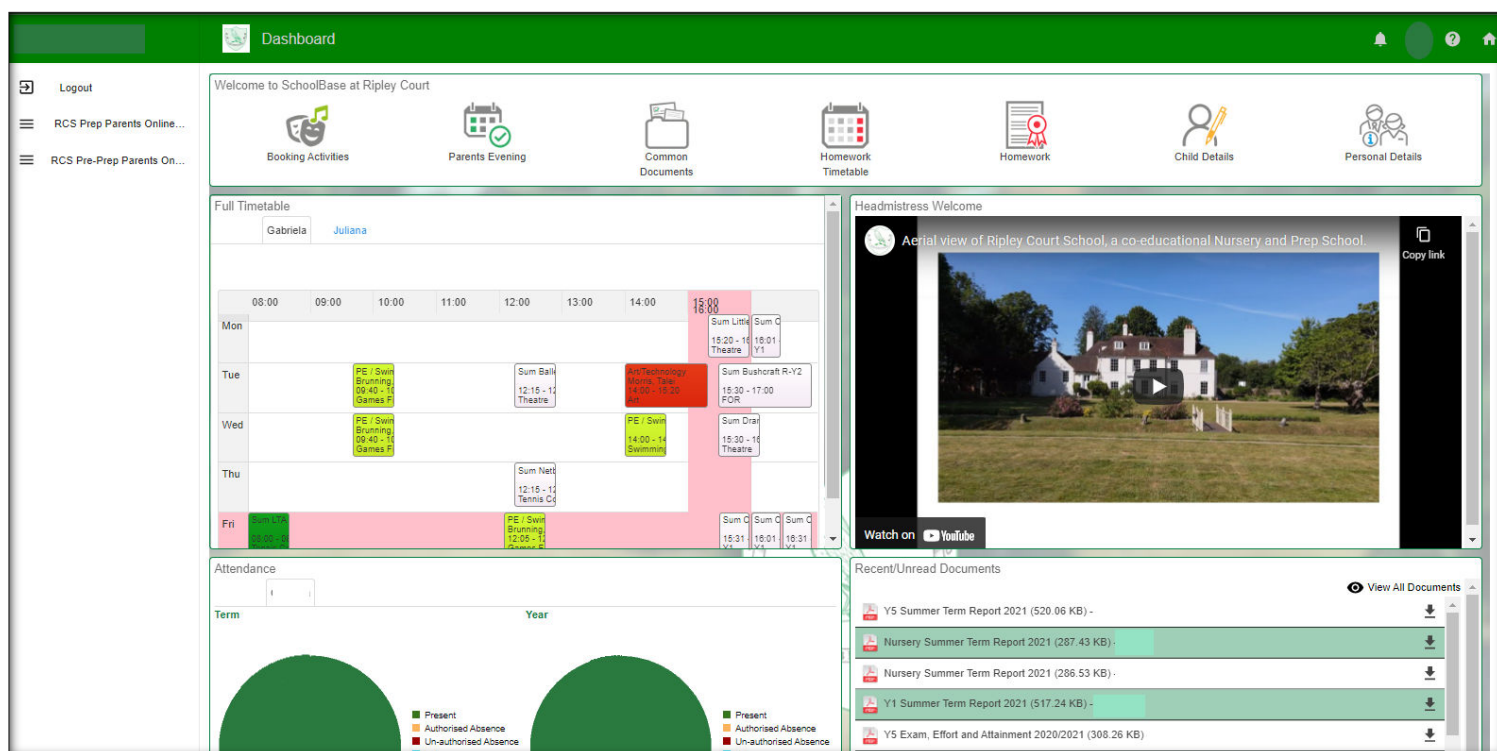
Once you have these login details, you are able to access the Parent Portal as per the below steps.

Open webpage www.ripleycourt.co.uk

- Select QUICK LINKS on home page in top banner
- Select Online Portal option in drop down
- Enter your username and password (Accept the Cookie Policy) and login
- You will have the option to reset your password, we recommend you do this

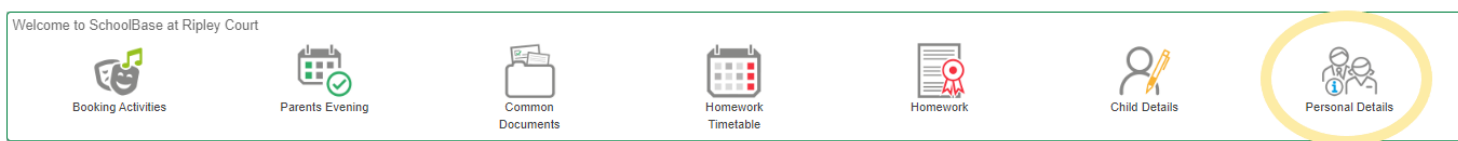


The home page of your portal will display shortcuts to the various areas that you are able to explore as well as your child/children's timetable, their attendance record and links to their termly reports.



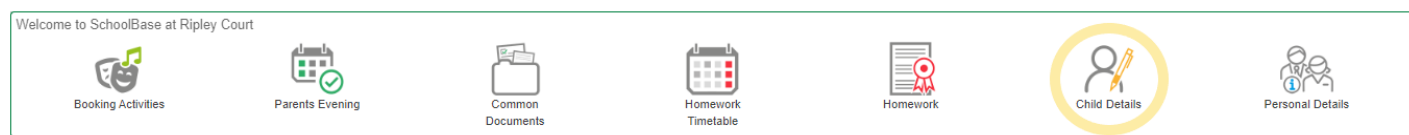


PERSONAL DETAILS



You are able to view your contact details held on file by the school. You are unable to edit these details, if you have moved homes or would like a number updated, please do email support@ripleycourt.co.uk.

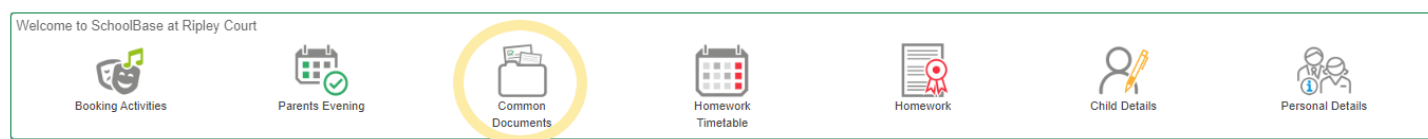
CHILD DETAILS



You are able to view the personal details, medical consents, and other consents on this section for your child/children.

You are unable to edit this section, if you have any changes or updates relating to your child, please email support@ripleycourt.co.uk.

COMMON DOCUMENTS



You are able to view report cards in this section, both past and current.

SCHOOLBASE PARENT APP – Download and login

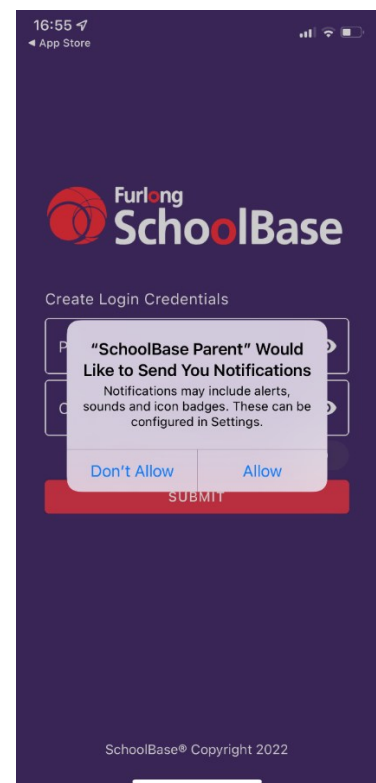
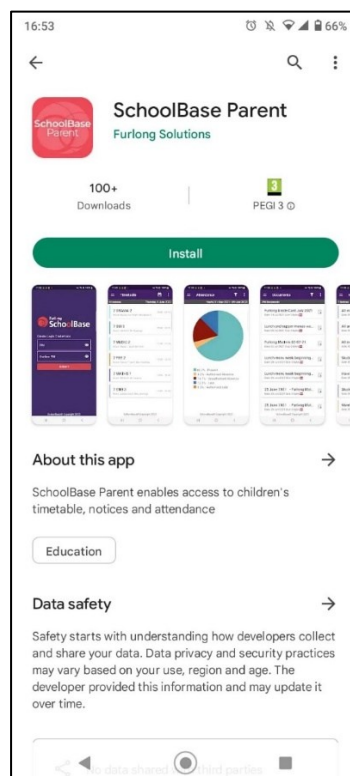
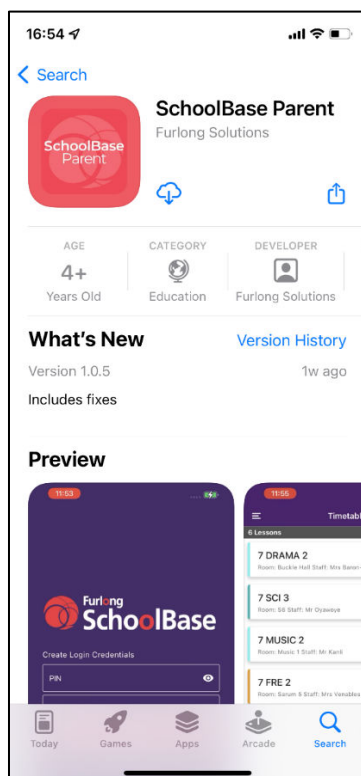
SchoolBase have released a new parent app which can be downloaded for use on your mobile phone.

Open App Store or Play Store and search “SchoolBase Parent”, download the relevant option.

Logging In

Once it’s finished downloading, open the app, and you’ll first be asked for permission for the app to send you push notifications.

Click “Allow” for this permission to receive real-time notices from SchoolBase on your lock screen.

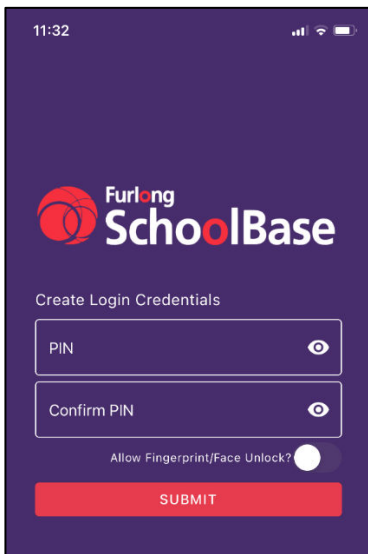
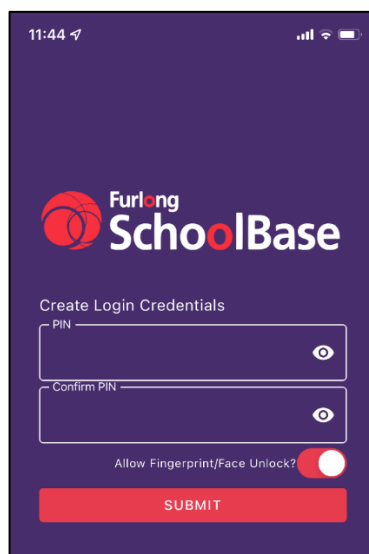
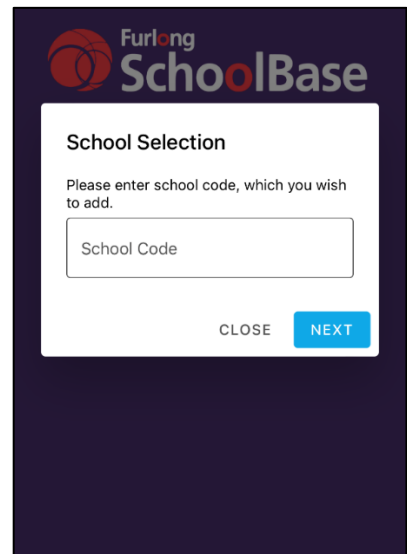


1. You'll be asked to provide and confirm your own 4-digit PIN to enable you to log back into the app once closed, without having to enter your full login credentials each time.

(Note, if supported by your device, you can also enable the switch to allow fingerprint or facial recognition to unlock your app, rather than the PIN).

2. You'll be asked to enter your School Code. This code is **7553** for Ripley Court School.
3. Fill in your username/email address and password. These will be the same credentials you use to log into the SchoolBase Parent Portal from your browser. Once filled, click "Login".

If you cannot remember these details do email support@ripleycourt.co.uk. If you know your registered email address you are able to do "forgot password" on the online Parent Portal to reset your password.

SCHOOLBASE PARENT APP – Navigation

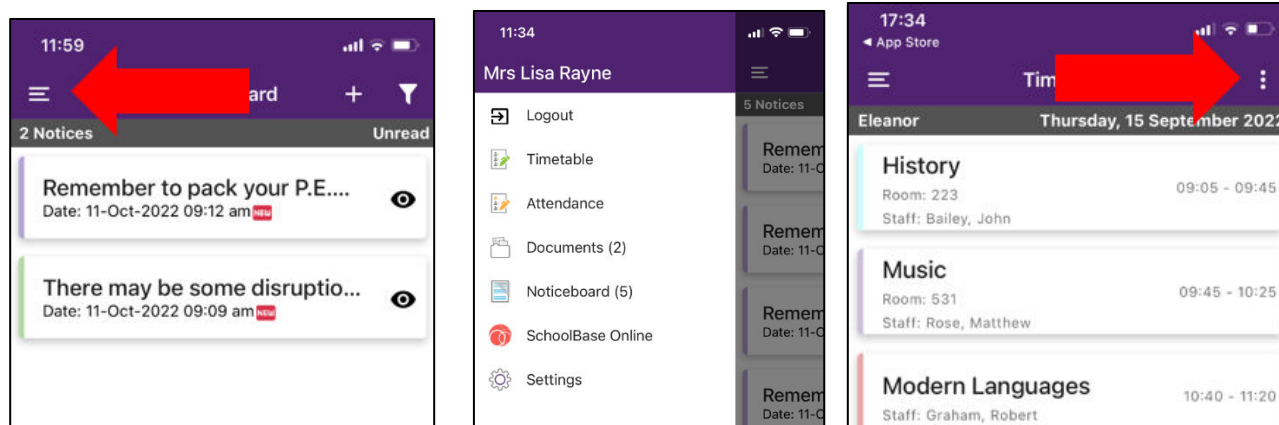
The App has some of the capabilities of the online Parent Portal as detailed below; there are limitations to the functionality of the app so where directed you will need to access the Parent Portal Online (see page 5 of this document).

When you first open the app you will see the Noticeboard, here you can see recent messages and filter them by date or read/unread.

Navigating the App Menu

To open your full menu, click on the three lines in the top-left corner. You will be able to view:

Timetable – this can be filtered by date. You are able to switch between children if you have more than one child at the school, tap on the three dots on the right-hand side of the page.



Attendance – you will be able to view their attendance on a termly and yearly basis. Use the filter icon  to change your view.

Documents – your child's reports will be viewable here.

Noticeboard – here you will see any communication from the school.

SIGNING UP TO CLUBS – use the Online Parent Portal

Ripley Court has a full range of seasonal, cultural, sporting, and creative clubs; these include LTA Tennis, Swimming, Athletics, Ballet, Rugby, Football, Dodgeball, Food Tech Club, Chess Club, Musical Theatre, Disco Dancing, Little Court Disco and Bushcraft.

Prior to the end of the previous term, parents will be notified of the clubs available for the new term. You will be requested to sign up for your children on the portal. Please note that your child's place on the club will **not** be rolled over from one term to the next.

At the start of the term please do check the portal to confirm what clubs your child has been signed up to.

Waiting Lists

When clubs are oversubscribed, we hold a waiting list for the club. If a space comes available, you will be notified and offered the space. These spaces are on a first come first served basis.

ACCESSING CLUBS ON THE PORTAL

When on the portal please choose *Booking Activities* from the top banner

If you have more than one child at the school, please ensure that you select the child in question from the drop-down list.

Welcome to SchoolBase at Ripley Court









Select the day you would like to view

Monday Tuesday Wednesday Thursday Friday Saturday Sunday Rotational

Your Child's Activities

2021/2022

View Activities Timetable

Print a summary of your child's activities

You will note the Club listed on the relevant day shows the start and end time of that Club

Activity	Day	Start	End
Sum Book Club Y5-Y6	Monday	16:00	17:00

Available Activities

Activity	Day	Start	End	Teacher	Price	Capacity	Spaces Left	Children Waiting	Actions
Your child does not have any activities available on this day									

Here you can see a summary of the Clubs they have attended and are due to attend

Activities Details

View Activities Booking

Timetable History

Print the timetable for this child's activities

You are able to print this report

Week Beginning	Groups	Day	Start	End	Room
16-May-2022	Sum Little Court Disco R-Y2	Monday	15:20	16:00	Thea
16-May-2022	Sum C.J Adhoc Mon 16.00-16.30	Monday	16:01	16:30	Y1
16-May-2022	Sum Ballet Y2	Tuesday	12:15	12:55	Thea
16-May-2022	Sum Bushcraft R-Y2	Tuesday	15:30	17:00	FOR
16-May-2022	Sum Drama Y1-Y2	Wednesday	15:30	16:10	Thea
16-May-2022	Sum Netball Y1&Y2	Thursday	12:15	12:55	Ten
16-May-2022	Sum LTA Tennis Y1-2	Friday	08:00	08:40	Ten