

Operating Procedure – Sending Notices to Parents on Parents Portal

Overview

This describes the procedure to be followed for sending one-way communication (notices) to parents on parentsportal.scot. This is applicable where you do not require any information/consent back from the parent e.g. newsletters.

Process for School Office

- Sign into admin portal for parentsportal.scot
- Click 'Permission Slip' and then select 'Notices' from the drop down
- To create a new notice click 'Create new notice'
- Select the school and give the notice a title – this is what the parent will see
- Enter a start date for when you want the notice to be published and click 'Save'. You will see your new notice at the top of the list
- Click on the spinning cog icon in the 'Action' column to be taken to the overview of your new notice
- Click on the Documents tab to add any attachments e.g. poster/minutes from a meeting. You can either click and drag the file into the box or select the file by clicking the middle of the box. When you have added any attachments click 'Save'
- Select Message to Parent tab to type the message that parents will see on the notice. Click 'Save' when you are done
- Click Search Students tab and select the students who should receive the notice. Remember - if the parent does not use parentsportal.scot you'll need to send this via email or schoolbag for that student separately.
- Select the school and find the students by year group, house group or class. To select a specific class you must first select the year group
- Click 'Select students from SEEMiS' and a list of students will appear. Students can be selected individually or as a full list by ticking the box in the 'Select' column header. Click on 'Select' at the bottom of the page to choose these pupils
- Click on the Added Students tab when you are ready to publish your notice and select students individually or as a full list in the 'Select' column for the parent of selected student to receive a notification of the notice
- Click 'Send Notification' at the bottom of the page

Related Documentation



Notices Video.mp4