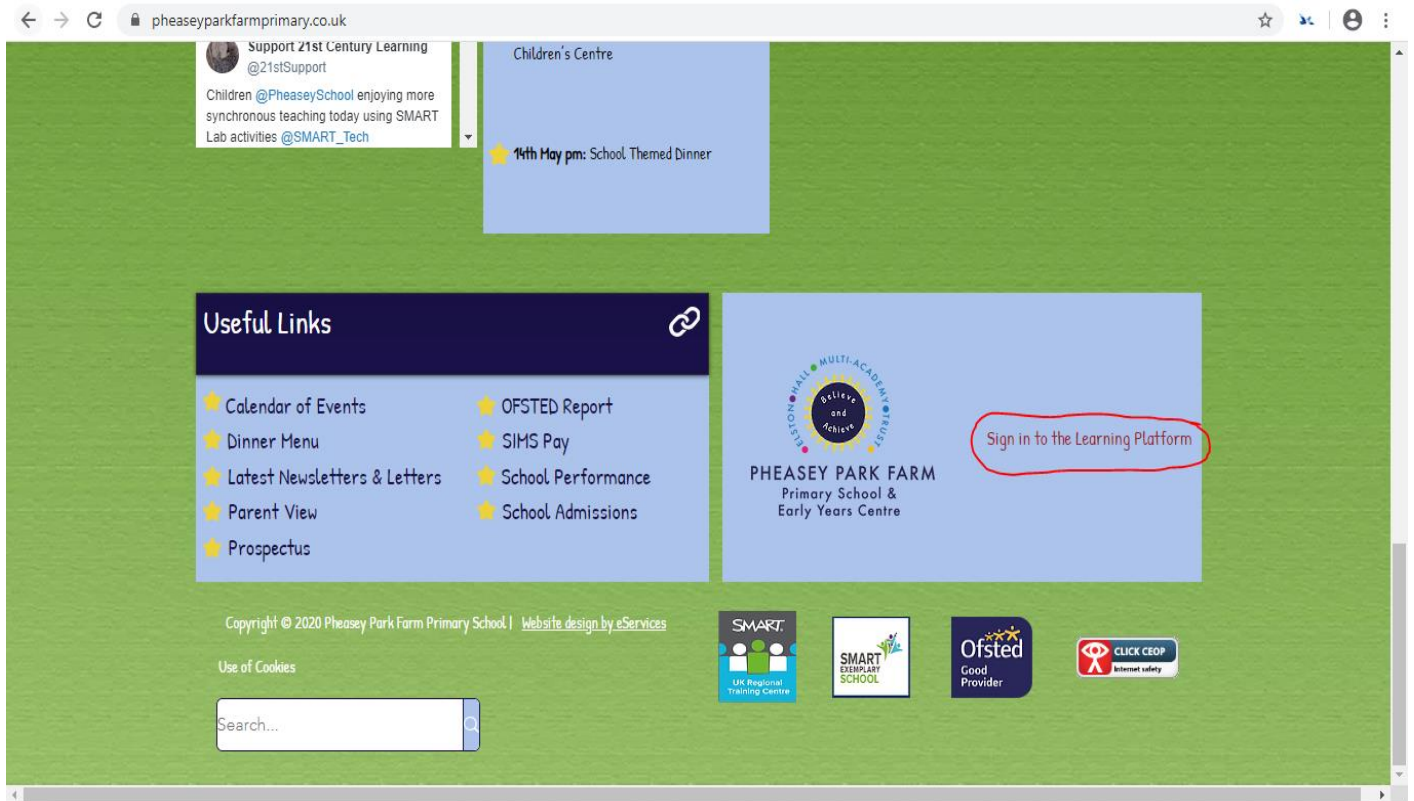


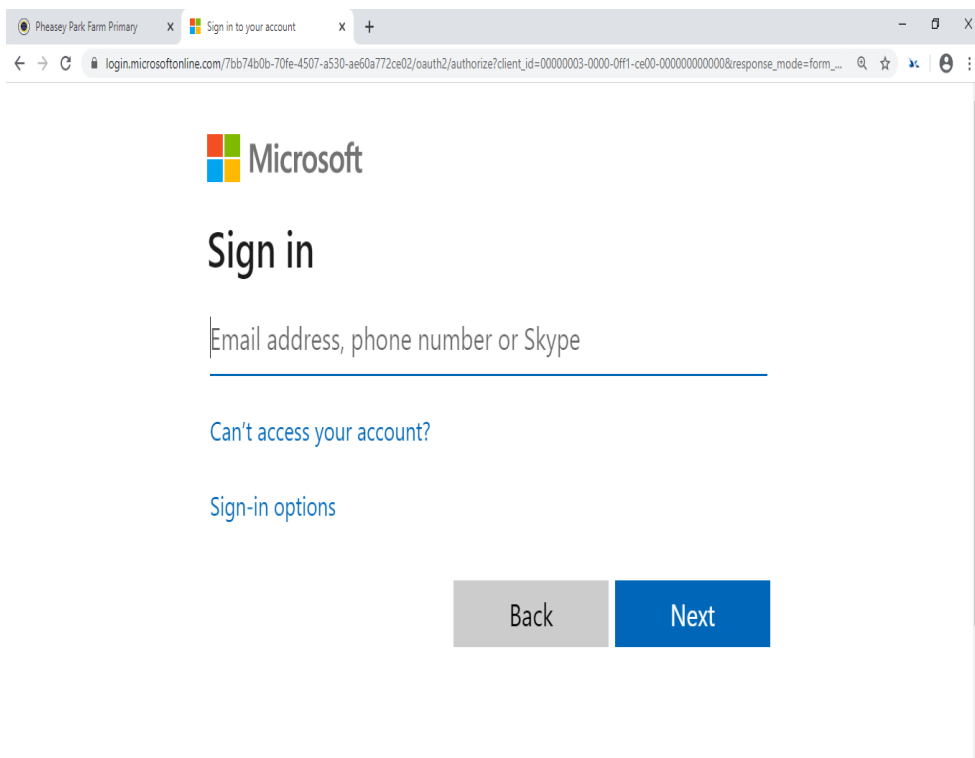
Viewing your child's report

Please ask your child to sit and log on to the Learning Platform. You may need to help them to do this if they are not sure. Please find the instructions below.

1. You will need to go to the school website.
<https://www.pheaseyparkfarmprimary.co.uk/>
2. Scroll down to the bottom of the Welcome Page.
3. Click on 'Sign into the Learning Platform.'



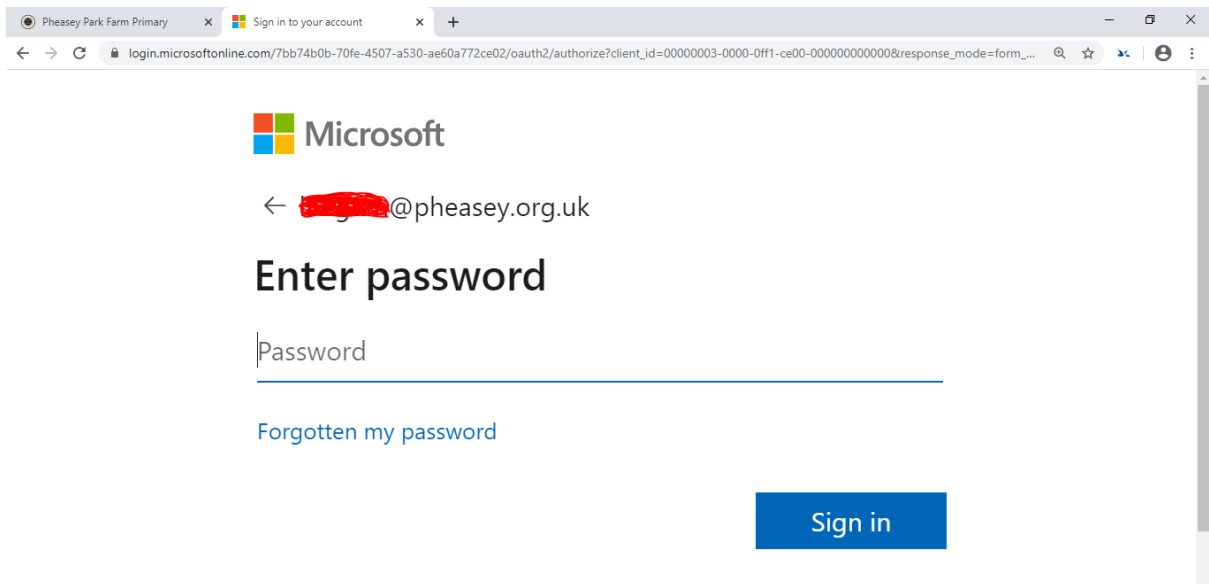
4. A new Internet Tab will appear asking you to sign in using a Microsoft account.



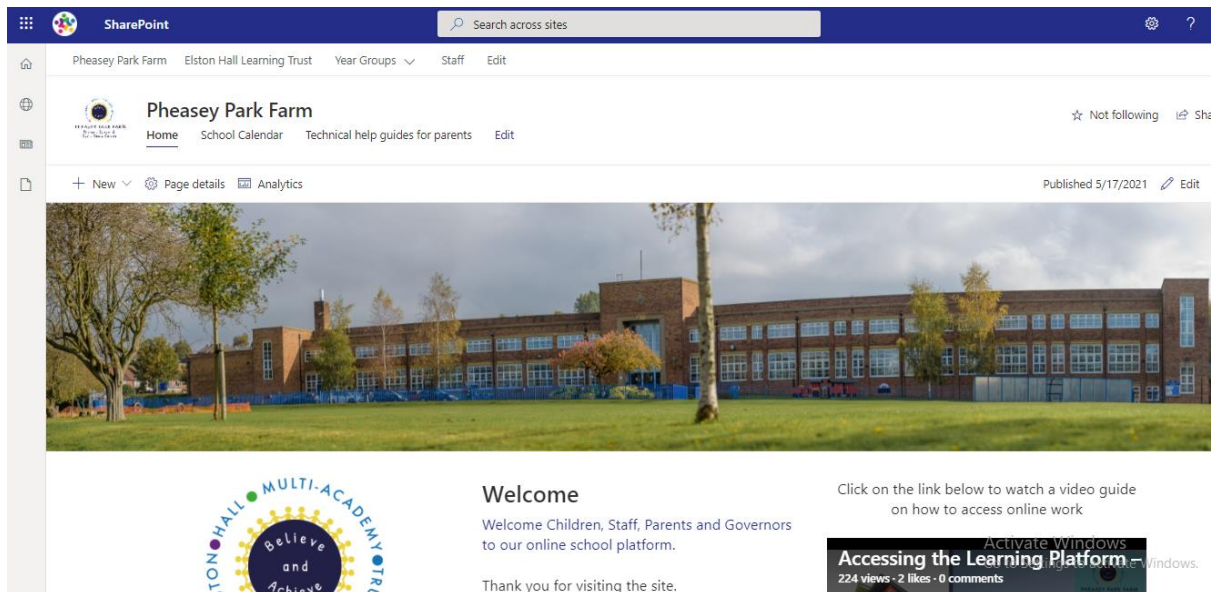
Children will need to sign in using their log in details.

5. Click, 'Next' when you have typed your child's email.

6. You will now need to type your child's password.

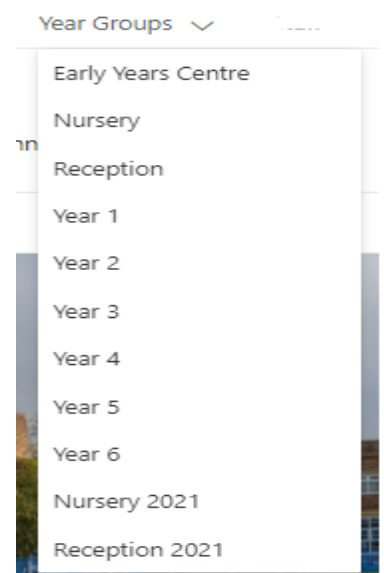


7. You are now on the Learning Platform Home Page.

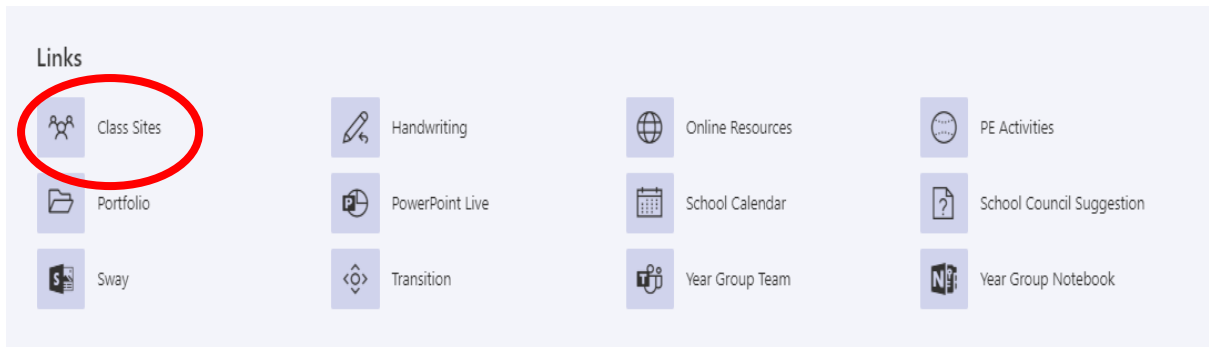


8. From the top of the page, you will see a menu, click on drop down arrow next to 'Year Groups.'

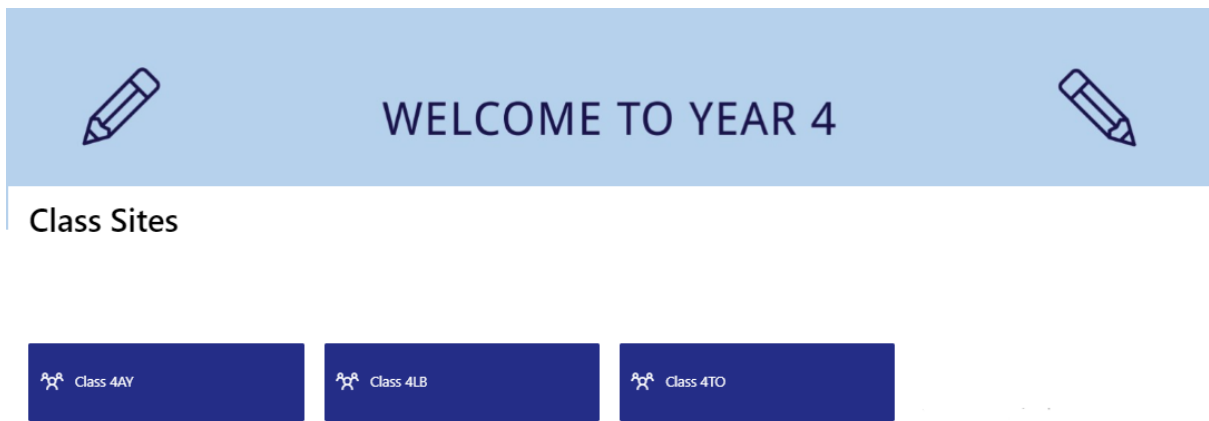
9. Select the Year Group your child is currently in.



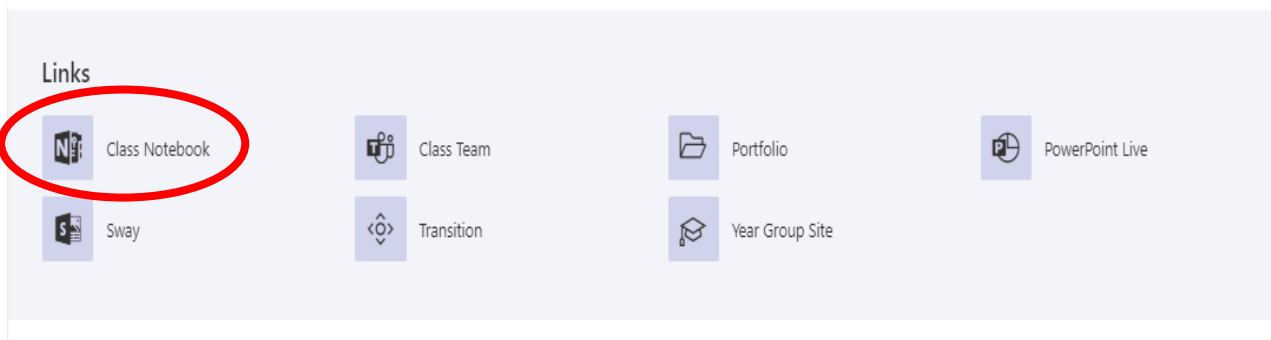
10. Scroll down to the Links section on the Year Group page. Click on 'Class Sites'



11. You will then need to click on the class that your child belongs to.



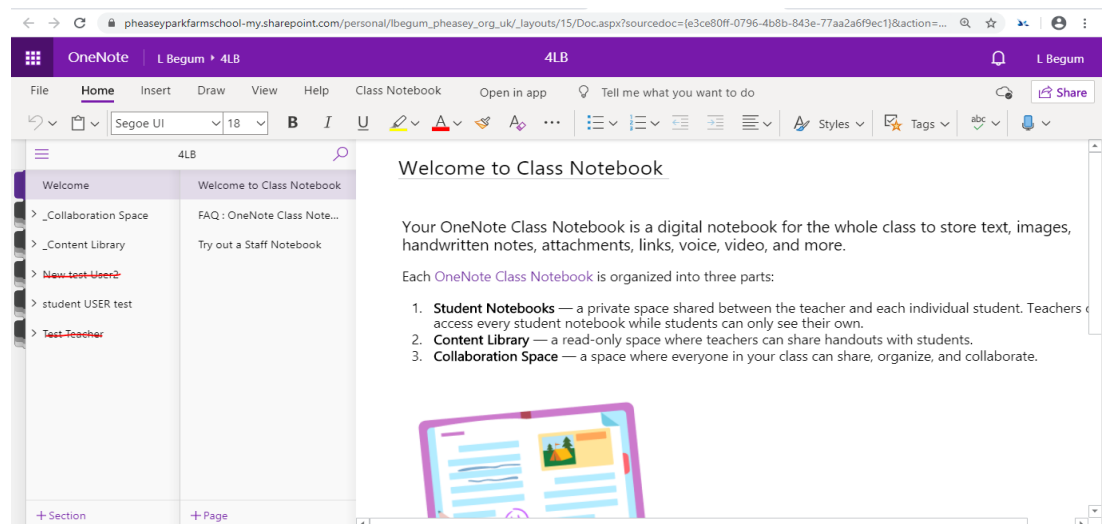
12. When you are on the Class Site, scroll down to 'Links' section.



13. Click on 'Class Notebook'

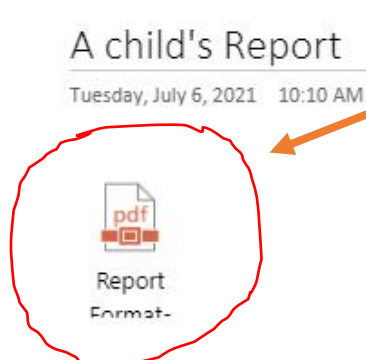
This will take you to your child's OneNote.

14. On the left-hand side, you will see a range of different tabs. Select the folder which has your child's name on.



15. There will be several folders. Click on the 'Reports' folder.
You will then be able to read your child's report together. You may like to save a copy for your records as you will not be receiving a printed copy.

16. You can download the report on your device, double click on the PDF file and select 'download.'



PHEASEY PARK FARM
Primary School &
Early Years Centre

END OF YEAR REPORT

In the text message, you will receive a link to Microsoft Forms.

Please leave any comments from yourself and your child.

If you have any issues regarding accessing the reports, please contact the email below.
onlinesupport@pheasey.org.uk