INVICTUS

Education Trust

SPACE
Parent & Carer
Manual

What is SPACE Parent & Carer Dashboard?

The SPACE Parent & Carer Dashboard allows you to keep track of your child's learning and progress.

The dashboard allows you to access all elements of your child's education at Crestwood.

SPACE Parent and Carer Dashboard, allows you to view:
- Attendance, (including attendance to Virtual Lessons)
- Behaviour events
- Examinations
- Homework your child has set on their timetable
- letters sent home
- academic progress
- Reports
- Timetable (Both in school and virtual)

To access your Parent & Carer Dashboard you will need to

1. Open Chrome browser (other browsers will work but for the best experience use google chrome browser).
2. Go to https://Space.invictus.education
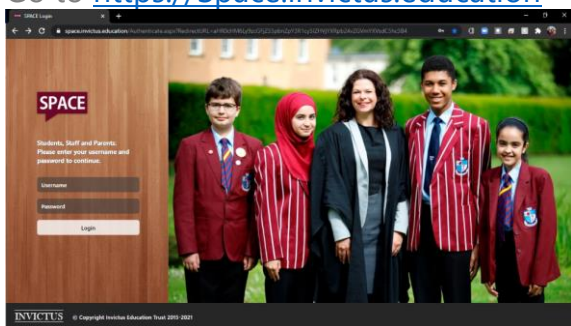
3. Log in with your username and password provided to you by the school. (If you require these details please contact the school reception on 01384 686850 or info@crestwood-s.dudley.sch.uk to request your SPACE login details).
4. This logs you into your child's personal information dashboard.
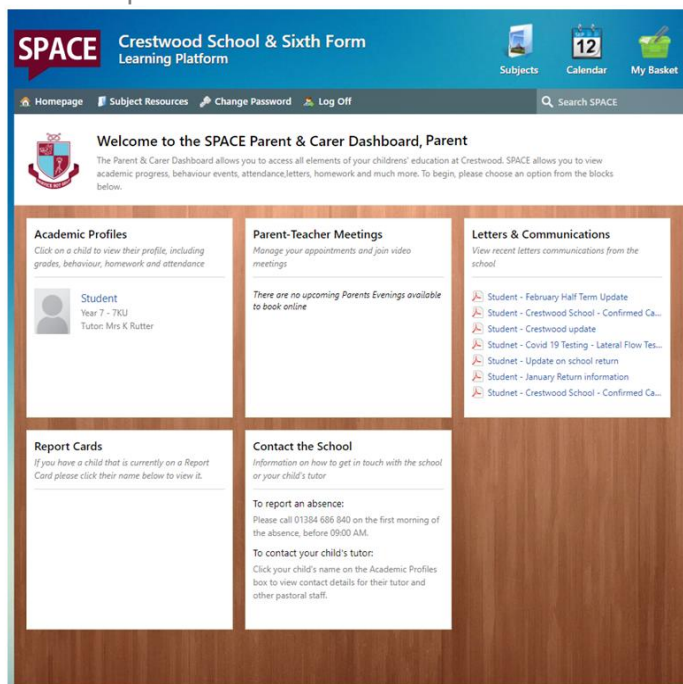
5. This view of the Parent and Carer Dashboard gives you an overview of your child's academic profiles, parent-teacher meetings, letters and communications, student report cards school contact details.

Subject resources. Here you can find a list of resources from all the Subjects covered in the school.
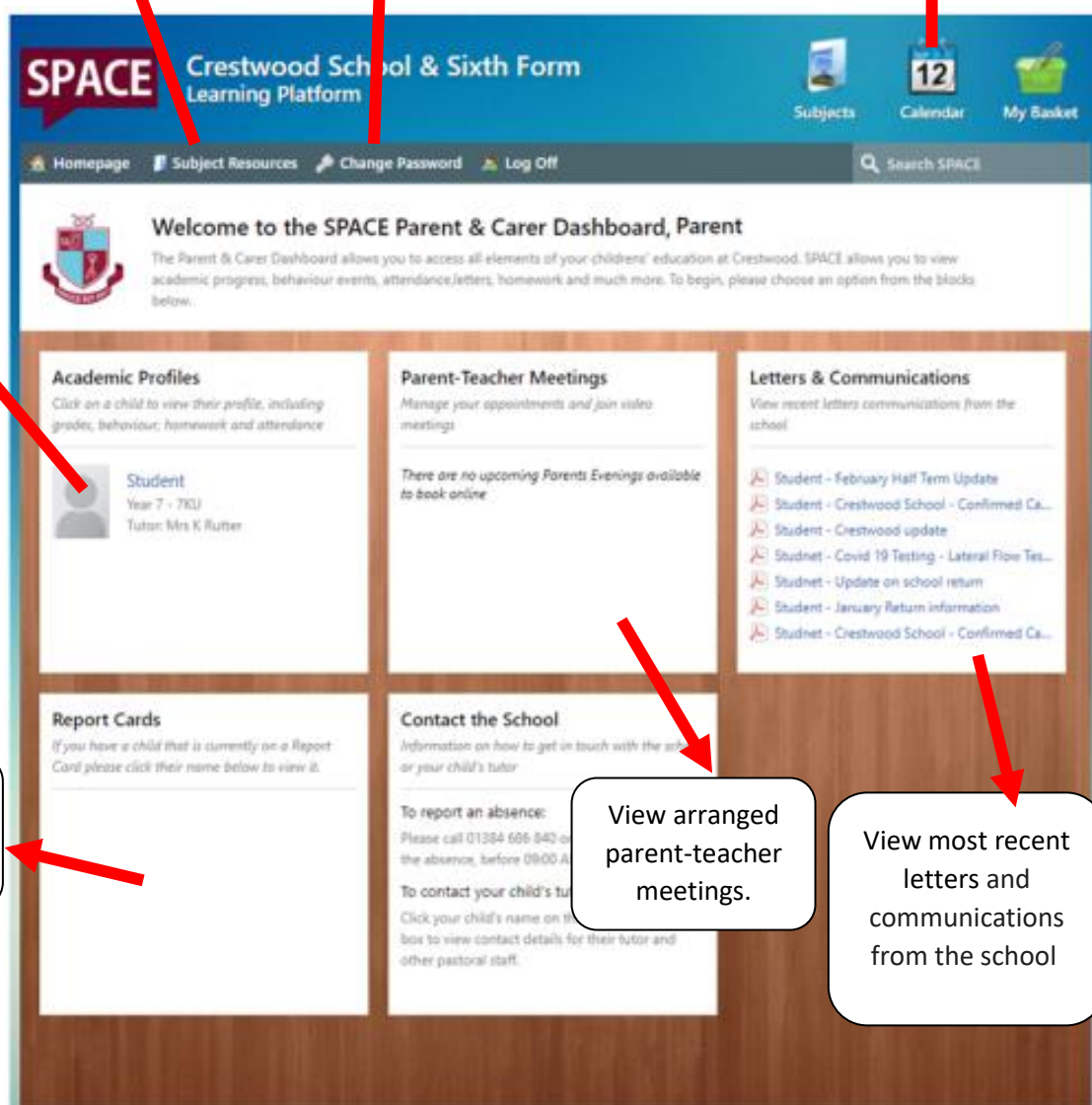
School Academic calendar.
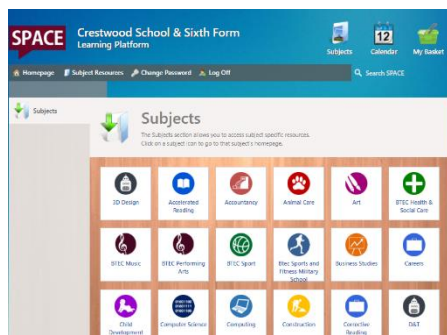
Change your password facility.
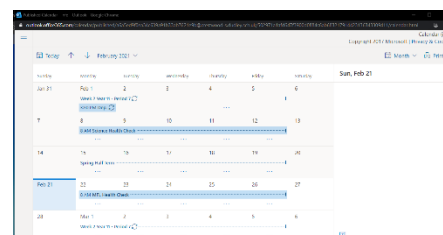
Academic profiles available for you to view.

Click on your child's name to access their academic profile.

Your child's report card where you can view their progress.

View arranged parent-teacher meetings.

View most recent letters and communications from the school

Academic Profile

To view your child's academic profile, click on your child's name in the academic profiles box on the Parents and carers dashboard.

This page displays your child's contact details and pastoral information.
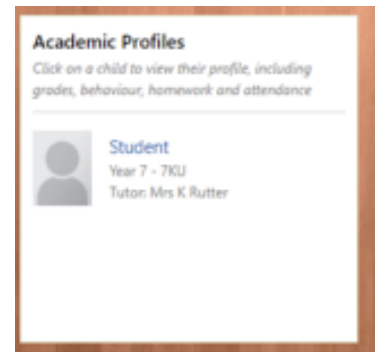
SPACE

Crestwood School & Sixth Form
Learning Platform

Subjects | Calendar | My Basket

Homepage | Subject Resources | Change Password | Log Off | Search SPACE

- Studnet
- Attendance
- Behaviour
- Examinations
- Homework
- Letters
- Progress
- Reports
- Timetable

Student
Academic Profile

Welcome to the Academic Profile of Student

The Academic Profile stores a wealth of information about your child's school career. From here, you can access information about your child's attendance, their behaviour, homework that has been set by teachers, reports that have been issued, letters that have been sent, and much more.
The Academic Profile is kept up to date throughout the school day, so please do feel free to check back as often as you like.

← Please choose one of the categories from the left to get started

Contact Details

These are the contact details that we currently have on file for your child:

Address: 92a School road, kingswinford, Dudley, DY5 5OB

Contacts: Miss Parent A - 0123456789(home) - 0776301234(mobile) - 0123456789 (work)

             Mr Parent B (telephone numbers not shown)

             Mrs GrandParent A (telephone numbers not shown)

             Mr Grandparent B (telephone numbers not shown)

Changes to contact details cannot be made online for security reasons.
Please contact the school if you wish to make any changes.

Tutor Group, Year and House

These are the pastoral staff that supervise your child. Your child's tutor should be your first point of contact for any queries.

Students's tutor is **Mrs K Rutter** (group 7KU)
✉ krutter@crestwood-s.dudley.sch.uk

Studnet is in Air House

Studnet is in Year 7
His Head of Year is Mr S Naujeer
✉ snaujeer@crestwood-s.dudley.sch.uk

Checking Your Child's Attendance

To view details of your child's attendance you need to select the attendance button from the left side of the academic profile screen.

This opens your child's attendance Data screen.

Here you can see your child's **overall school attendance** and **attendance to virtual lessons**.

Checking Your Child's Behaviour

To view details of your child's behaviour you need to select the behaviour button from the left side of the academic profile screen.

This opens your child's behaviour screen.

Here you can see where your child has been rewarded for positive behaviour or if a negative behaviour log has been made.
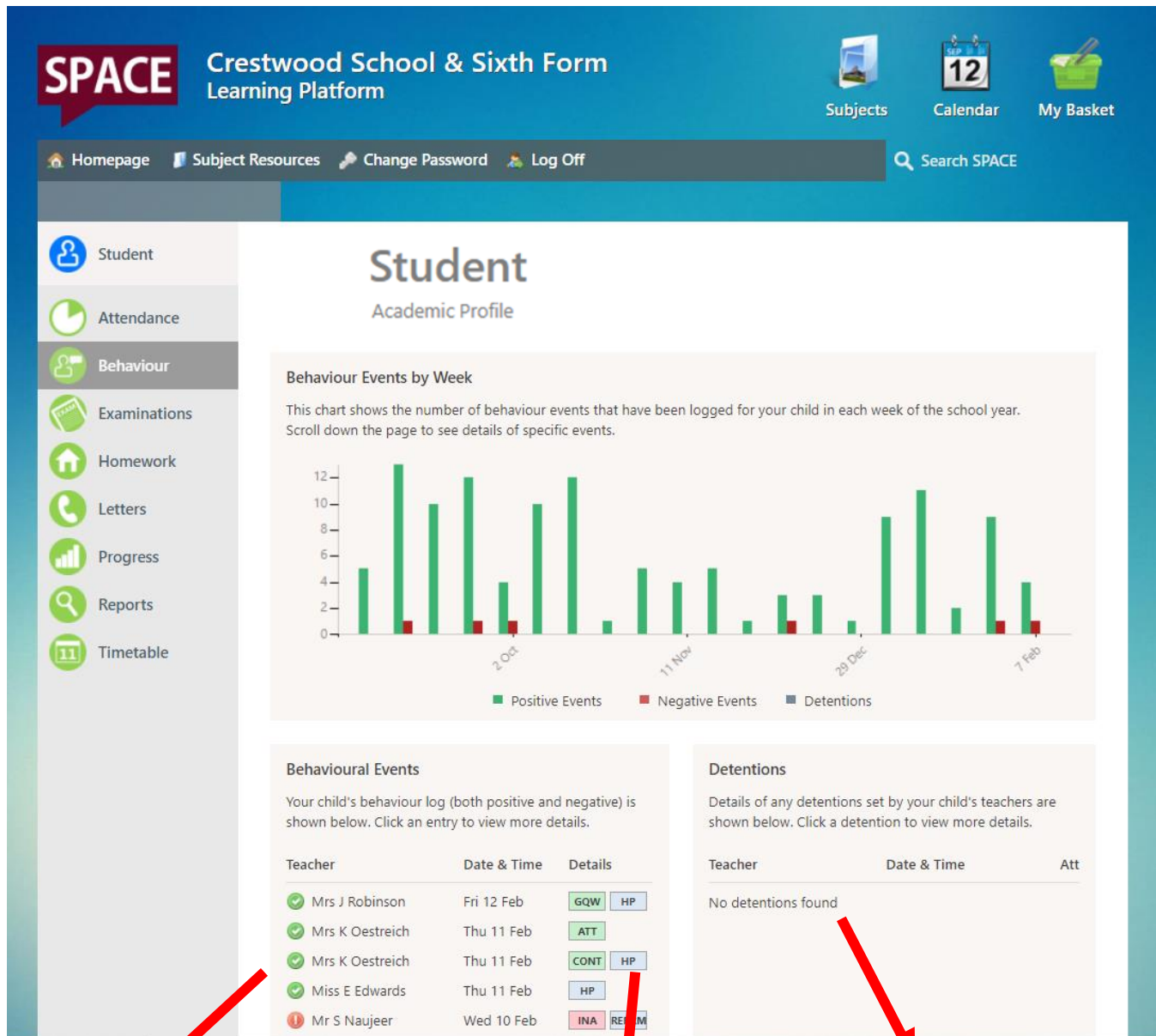
Behaviour events are recorded in both a graphical format and in a list here.

Positive events are recorded in Green

Negative events are recorded in Red.

Details of behaviour events are recorded next to the event. Hover your mouse over the event to see more details.
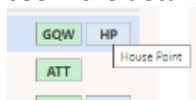
Details of detentions are recorded in this section.

Your child's **attendance** to the detention is also recorded in this area.

Checking Your Child's Examination

To view details of your child's examinations you need to select the examinations button from the left side of the academic profile screen.

This opens your child's examinations data screen.

Here you will see upcoming public examinations your child will be completing.

****Mock and subject tests/examinations are not shown in this section ****

Checking Your Child's Homework

To view details of your child's homework you need to select the homework button from the left side of the academic profile screen.

This opens your child's Homework data screen.

Here you can view any homework set for your child, when the homework was set, the due date and if the homework has been competed

Details of homework can be accessed by clicking on the selected homework from the list.

Status of the homework is shown using these three options

Not handed in — Not complete before due date.

Not handed in — Not completed after due date.

Handed in — Work completed and handed in.

Checking Your Child's School Letters

To view the individual letters sent to you from the school you need to select the letters button from the left side of the academic profile screen.

This opens your child's letters screen here it lists the letters sent to you from the school.

To open any individual letter just click on the document title of the letter from the list.

Checking Your Child's Academic Progress

To view details of your child's academic progress you need to select the progress button from the left side of the academic profile screen.

This opens your child's academic progress screen.

Here you can see your child's current academic progress.

Checking Your Child's School Reports

To view details of your child's school reports you need to select the reports button from the left side of the academic profile screen.

This opens your child's report screen.

Here you can download and view your child's individual reports by selecting the document tile.

Checking Your Child's Timetable

To view details of your child's timetable you need to select the timetable button from the left side of the academic profile screen.

This opens your child's attendance data screen.

Here you can see your child's **school timetable, virtual timetable and extra sessions**.

Virtual lessons are shown in Purple.

Normal lessons are shown in white.

Upcoming school sessions are shown in the list above. This list updates as the virtual lessons and extra sessions are created on the system.