
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.

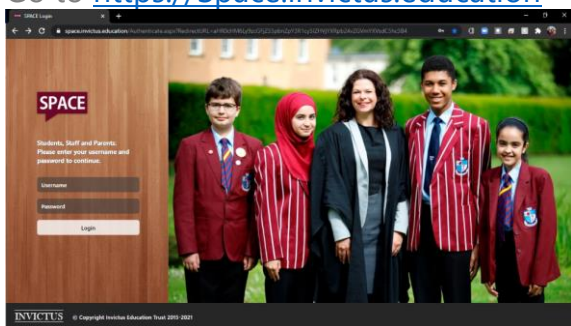
The dashboard allows you to access all elements of your child's education at Crestwood.

SPACE Parent and Carer Dashboard, allows you to view:

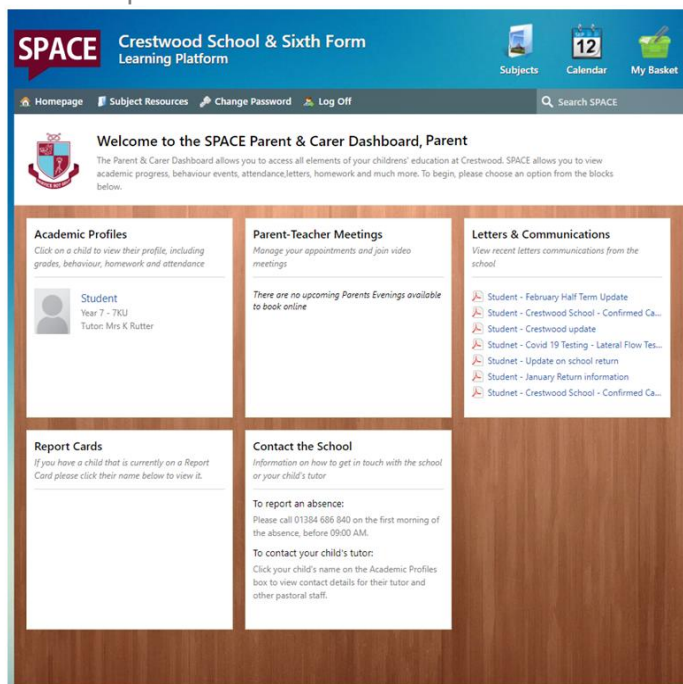
- Attendance, (including attendance to Virtual Lessons)
- Behaviour events
- Examinations
- Homework your child has set on their timetable
- letters sent home
- academic progress
- Reports
- Timetable (Both in school and virtual)

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>

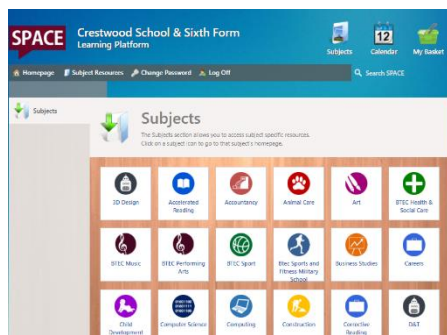


3. Log in with your username and password provided to you by the school. (If you require these details please contact the school reception on 01384 686850 or info@crestwood-s.dudley.sch.uk to request your SPACE login details).
4. This logs you into your child's personal information dashboard.



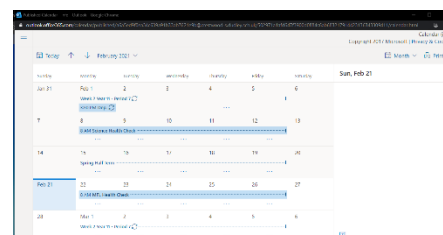
5. This view of the Parent and Carer Dashboard gives you an overview of your child's academic profiles, parent-teacher meetings, letters and communications, student report cards school contact details.

Subject resources. Here you can find a list of resources from all the Subjects covered in the school.



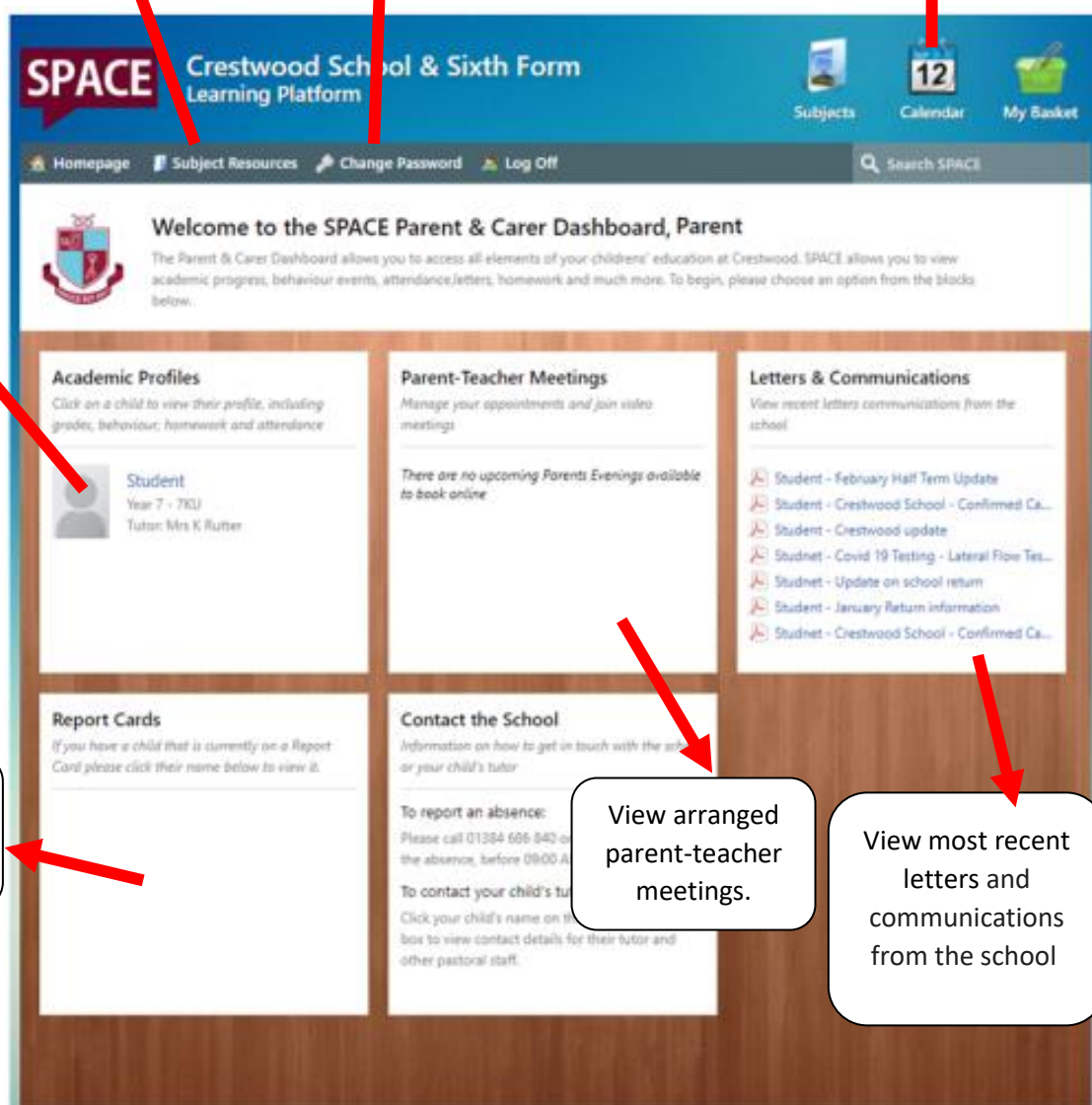
Change your password facility.

School Academic calendar.



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.

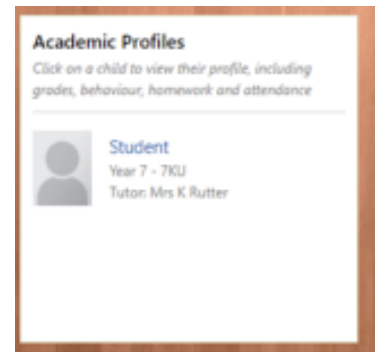
View arranged parent-teacher meetings.

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

SubjectsCalendarMy Basket

HomepageSubject ResourcesChange PasswordLog OffSearch 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**.

SPACE

Crestwood School & Sixth Form
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Academic Profile

Registration Tracker

This chart shows your child's attendance at school for each week in the school year. The light blue line shows the attendance percentage for that week. The dark blue line shows how the average attendance over the year has been affected.

Weekly Attendance (%) Cumulative Attendance (%)

Attendance To Date

This chart shows your child's headline attendance figure for the year. It is taken as a percentage of all days so far in the year. Please note that this chart only records morning and afternoon registration, and does not show registration at each lesson.

Present 100%
Late 0%
Auth. Abs. 0%
Unauth. Abs. 0%

Recent Attendance

This table shows your child's recent attendance to school. If a field is blank, that indicates that a register was not taken (this can be due to many factors and is common) - it does not reflect on your child's attendance figure. AM and PM columns in this table are the official school registers used for public reporting.

Key:

P Present

L Late

O Absence

Other codes indicate a noted absence. For specific details of an absence, please contact the school.

	AM	1	2	3	4	5	6	PM
Mon 22/02	Tu	Sc	Fr	ACR	En	Co	Ar	Tu
Fri 19/02	Tu	Sc	Pe	Ma	Ma	T		
Thu 18/02	Tu	Pe	Ma	Gg	Rs	En	Ps	Tu
Wed 17/02	Tu	Nu	Mu	Sc	En	Hi	Dr	Tu
Tue 16/02	Tu	Fr	Dt	Sc	Ma	En	Dt	Tu
Mon 15/02	Tu	Sc	Fr	ACR	En	Co	Ar	Tu
Fri 12/02	X	Sc	P	P	Ma	T		X
Thu 11/02	X	P	P	P	Rs	P	P	X
Wed 10/02	X	Nu	Mu	P	P	Hi	P	X
Tue 09/02	X	P	P	P	P	En	P	X
Mon 08/02	X	Sc	P	ACR	P	L	P	X
Fri 05/02	X	P	P	P	P	T		X
Thu 04/02	X	P	P	P	P	P	Ps	X
Wed 03/02	X	Nu	P	P	En	P	Dr	X
Tue 02/02	P	P	P	Sc	P	P	P	P

Click here to show entire attendance record

This may take up to 30 seconds.

Reporting Absences

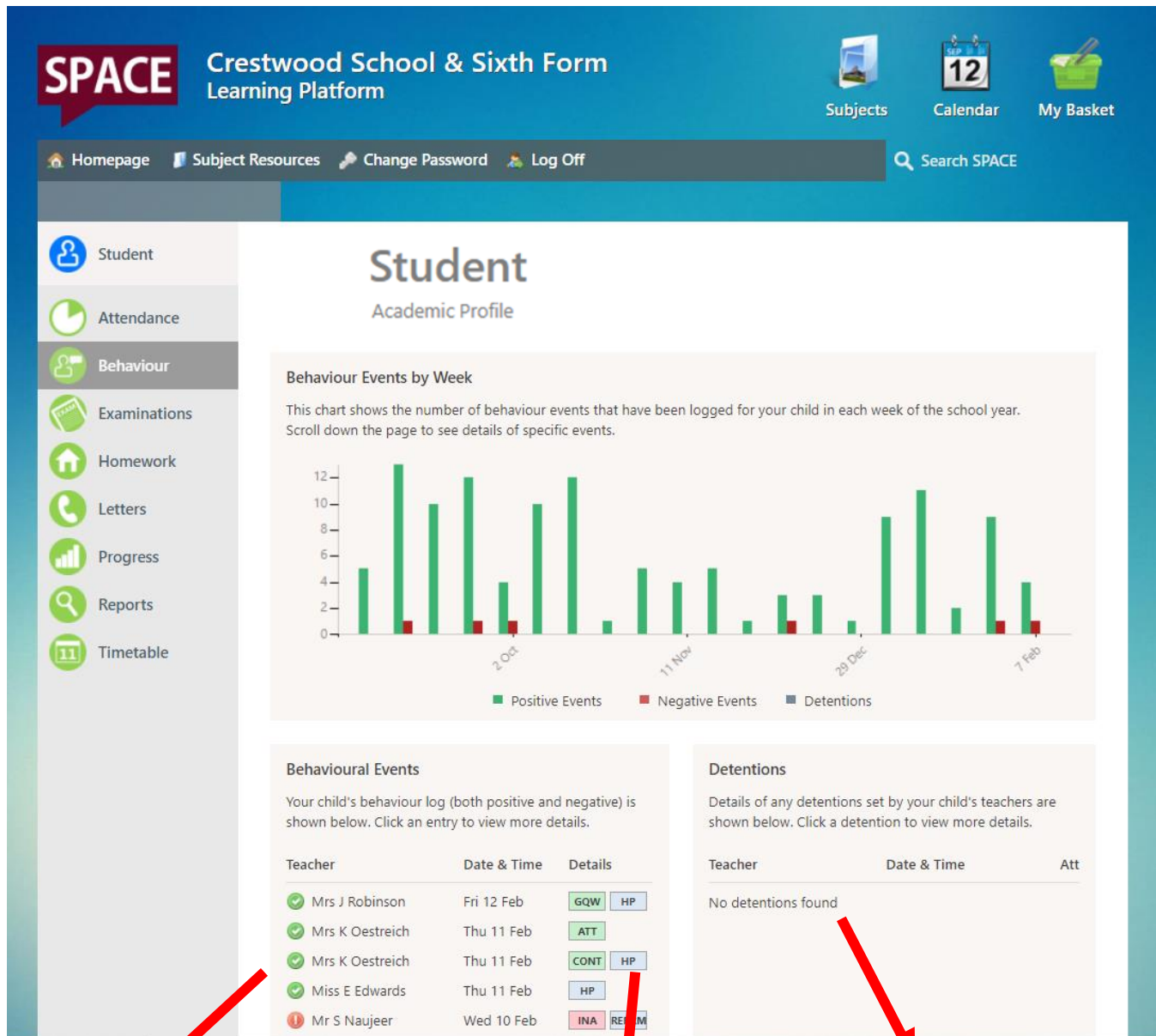
Please report all unforeseen absences on the first morning of the absence by calling School Reception on 01384 686 840.

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.

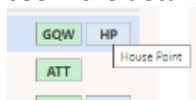


Behaviour events are recorded in both a graphical format and in a list here.

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.

Teacher	Date & Time	Att
Mr A Harrison	Tue 8 Dec, Year 10 Centr...	✓
Mr D Harris	Tue 22 Sep, After School	✓

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 ******

The screenshot displays the SPACE Learning Platform interface for Crestwood School & Sixth Form. The top navigation bar includes the SPACE logo, the school name, and links for Subjects, Calendar, and My Basket. Below this is a secondary navigation bar with links for Homepage, Subject Resources, Change Password, and Log Off, along with a search bar labeled 'Search SPACE'.

The main content area is titled 'Student Academic Profile'. On the left, a vertical sidebar contains icons and labels for Studnet, Attendance, Behaviour, Examinations (which is highlighted), Homework, Letters, Progress, Reports, and Timetable.

The 'Examinations' section is titled 'Upcoming Examinations' and includes a note: 'Details of any upcoming public examinations are shown in the list below. Please note that examinations such as mock exams or informal tests may not be shown.' Below this note is a table with the following columns: Date & Time, Location, Examination, Duration, Room, and Seat. The table currently displays the message 'No examinations found'.

Date & Time	Location	Examination	Duration	Room	Seat
No examinations found					

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 completed

SPACE Crestwood School & Sixth Form Learning Platform

Subjects Calendar My Basket

Homepage Subject Resources Change Password Log Off Search SPACE

Student Academic Profile

All Homework

Teachers set homework for your child using SPACE. Students are often asked to hand work in online, meaning that we don't need to print unnecessarily. Details of homeworks that have been set are shown below. Click any homework task to view details.

Description	Set	Due	Teacher	Status
START CAREERS - Airport Security: W...	Fri 12 Feb	Fri 26 Feb	Miss L Dredge	Handed in
Votes for Schools	Fri 5 Feb	Mon 22 Feb	Mr S Naujeer	Handed in
11/02/2021 VL: Who are the British?	Thu 11 Feb	Thu 18 Feb	Miss E Edwards	Handed in
START CAREERS - Surveying: What is ...	Fri 5 Feb	Fri 12 Feb	Miss L Dredge	Handed in
The last supper	Thu 4 Feb	Thu 11 Feb	Mrs D Bradley	Handed in
04/02/21 VL: Geography Assessment	Thu 4 Feb	Thu 11 Feb	Miss E Edwards	Handed in
Algebra Worksheet	Fri 5 Feb	Tue 9 Feb	Mrs J Robinson	Handed in
Egyptian art so far	Mon 1 Feb	Mon 8 Feb	Mr Z Ward	Handed in
START CAREERS - IT Management: W...	Fri 29 Jan	Fri 5 Feb	Miss L Dredge	Handed in
Votes for Schools	Fri 29 Jan	Fri 5 Feb	Mr S Naujeer	Handed in

Homework Due - Week Commencing 22 February 2021

	AM 08:45	1 09:05	2 10:00	T
Mon 22/02/21	Votes for Schools Tutorial Mr S Naujeer			
Tue 23/02/21				
Wed 24/02/21				
Thu 25/02/21				
Fri 26/02/21				START CAREERS - ... Tutorial Miss L Dredge

Tutorial Homework

1) Please log in to www.startprofile.com
2) Then under 'my activities', click on 'see all modules and activities'.
3) In the 'Hopping My future tab', find the 'Investigating industries' module and click 'open module'.
4) Complete the 'Banking: Is it for you?' activity!
How to access the banking: Is it for you activity on startprofile

This work is to be handed in offline.

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.

The screenshot displays the SPACE Learning Platform interface. At the top, the header includes the SPACE logo, the text "Crestwood School & Sixth Form Learning Platform", and navigation icons for Subjects, Calendar, and My Basket. Below the header is a navigation bar with links to Homepage, Subject Resources, Change Password, and Log Off, along with a search bar labeled "Search SPACE".

The main content area is titled "Student Academic Profile". On the left side, there is a vertical menu with icons and labels for Student, Attendance, Behaviour, Examinations, Homework, Letters (highlighted), Progress, Reports, and Timetable.

The "Letters" section contains the text: "The following letters have been sent by the school. Click a letter to view it." Below this is a table listing the letters.

Academic Year	Date Created	Document Title
2020/2021	9 February 2021	February Half Term Update
2020/2021	18 January 2021	Crestwood School - Confirmed Case
2020/2021	7 January 2021	Crestwood update
2020/2021	6 January 2021	Covid 19 Testing - Lateral Flow Testing
2020/2021	1 January 2021	Update on school return
2020/2021	18 December 2020	January Return information
2020/2021	17 December 2020	Crestwood School - Confirmed Case
2020/2021	17 December 2020	Information of support available from Dudley
2020/2021	14 December 2020	Crestwood School - Confirmed Case
2020/2021	13 December 2020	Crestwood School - Confirmed Case
2020/2021	11 December 2020	End of Term Letter
2020/2021	10 December 2020	Crestwood School - Confirmed Case
2020/2021	9 December 2020	Invictus Announcement
2020/2021	9 December 2020	Crestwood School - Confirmed Case
2020/2021	7 December 2020	Crestwood School - Confirmed Case
2020/2021	24 November 2020	Crestwood School - Confirmed Case
2020/2021	23 November 2020	Crestwood School - Confirmed Case
2020/2021	20 November 2020	Crestwood School - Confirmed Case
2020/2021	19 November 2020	Crestwood School - Confirmed Cases
2020/2021	17 November 2020	Crestwood School - Confirmed Case
2020/2021	12 November 2020	Year 7 G L Assessments
2020/2021	11 November 2020	Crestwood School - Confirmed Case
2020/2021	10 November 2020	Letter to Parents regarding Covid 19
2020/2021	22 October 2020	October Half Term 2020
2020/2021	2 October 2020	Crestwood School - Confirmed Case
2020/2021	2 October 2020	Year 7 G L Assessments
2020/2021	24 September 2020	Crestwood School Confirmed Case
2020/2021	22 September 2020	Covid 19

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.

SPACE Crestwood School & Sixth Form Learning Platform

Subjects Calendar My Basket

Homepage Subject Resources Change Password Log Off Search SPACE

Student
Academic Profile

Subject Progress
The subjects that your child studies and their current progress statement are shown below.

Subject	Teacher	Year 11 Target	Progress Statement
Accelerated Reading	Mrs F Dudgon		
Art	Mr Z Ward	6	Below expected progress
Computing	Mr L Dowd	5	In line with Government minimum progress
D&T	Mrs K Rutter	6	
Drama	Mrs C Wood	6	In line with Government minimum progress
English	Miss K King	6	
French	Mrs K Kemp	5	In line with Government minimum progress
Geography	Miss E Edwards	5	Achieving Invictus aspirational progress
History	Miss K Read	5	
Mathematics	Mrs J Robinson	5	Achieving Invictus aspirational progress
Music	Mr R Sweeney	6	In line with Government minimum progress
Numeracy	Mr P Anthony	5	
PE	Mr S Evans	6	In line with Government minimum progress
PSHE	Mrs K Oestreich		
Religious Studies	Mrs D Bradley	6	Achieving Invictus aspirational progress
Science Core	Mr D Harris	5	In line with Government minimum progress
Tutorial	Mrs K Rutter		

Important! If you have any queries about these grades please contact your child's tutor.

The progress is defined as

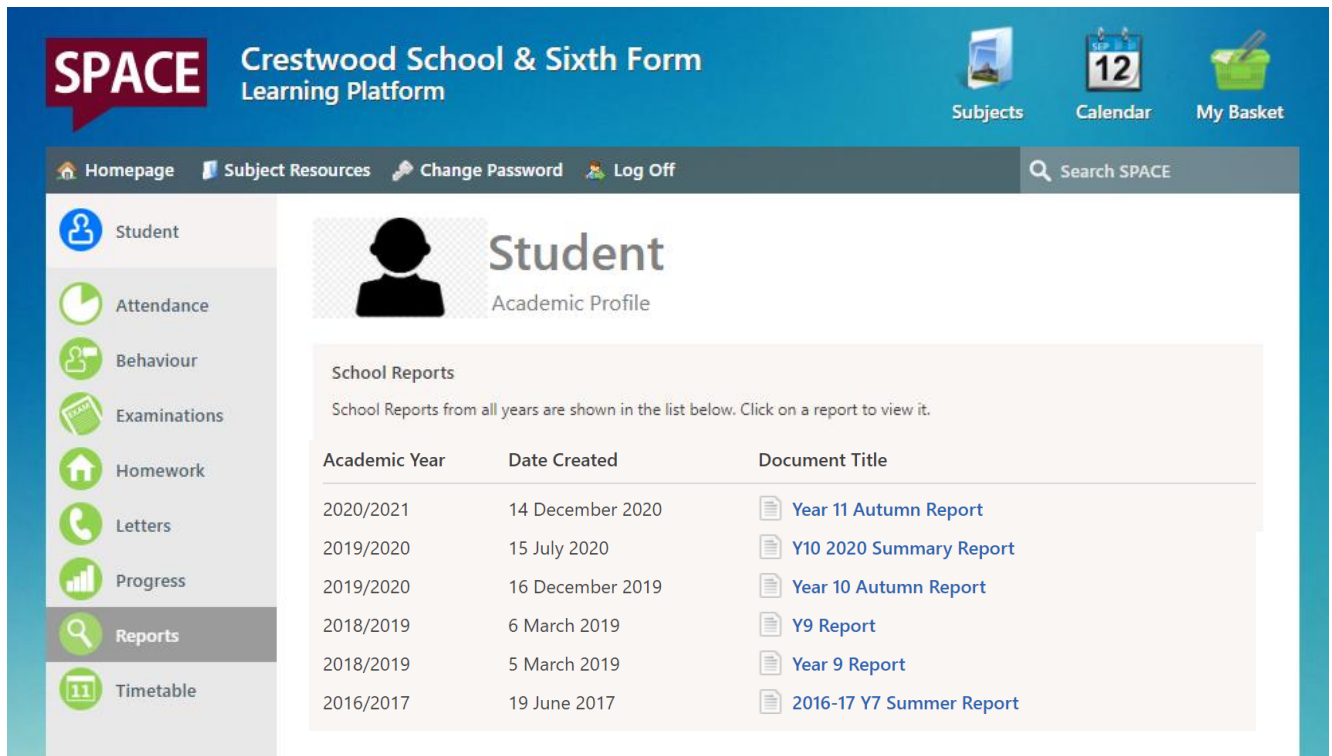
- Below expected progress
- In line with Government minimum progress
- Achieving Invictus aspirational progress
- Exceeding Invictus aspirational progress

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.



The screenshot displays the SPACE Learning Platform interface for Crestwood School & Sixth Form. The top navigation bar includes the SPACE logo, the school name, and links for Subjects, Calendar, and My Basket. Below this is a secondary navigation bar with links for Homepage, Subject Resources, Change Password, and Log Off, along with a search bar labeled 'Search SPACE'.

The main content area is titled 'Student Academic Profile' and features a sidebar on the left with icons for various functions: Student, Attendance, Behaviour, Examinations, Homework, Letters, Progress, Reports (highlighted), and Timetable.

The 'School Reports' section is displayed, showing a list of reports with columns for Academic Year, Date Created, and Document Title. The reports are listed as follows:

Academic Year	Date Created	Document Title
2020/2021	14 December 2020	Year 11 Autumn Report
2019/2020	15 July 2020	Y10 2020 Summary Report
2019/2020	16 December 2019	Year 10 Autumn Report
2018/2019	6 March 2019	Y9 Report
2018/2019	5 March 2019	Year 9 Report
2016/2017	19 June 2017	2016-17 Y7 Summer Report

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**.

The screenshot shows the SPACE Learning Platform interface. The top navigation bar includes 'Subjects', 'Calendar', and 'My Basket'. The left sidebar lists various student services, with 'Timetable' highlighted. The main content area displays the 'Student Academic Profile' and a weekly timetable for the week commencing 22 February 2021. The timetable is a grid with days of the week as rows and time slots as columns. Lessons are color-coded: purple for virtual lessons and white for normal lessons. Red arrows point from text boxes to these color-coded lessons. Below the timetable, there is a section for 'Upcoming Extra Sessions' which lists specific sessions with their dates, times, rooms, and whether they are compulsory.

Virtual lessons are shown in Purple.

Normal lessons are shown in white.

	AM 08:45	1 09:05	2 10:00	3 11:10	4 12:35	5 13:00	6 14:25	PM 15:20
Mon 22/02/21	T... Mrs ... B5	Science Core Mr D Harris S3	Virtual French French Mrs K Kemp B1	Accelerated R... Mrs E Howard D1	English Miss K King A5	Computing Mr L Dowd A3	Art Mr Z Ward D7	T... Mrs ... C1
Tue 23/02/21	T... Mrs ... B5	French Mrs K Kemp B1	Lesson D&T Mrs K Rutter	Virtual Science... Science Co...n Mr M Wilkinson	Mathematics Mrs J Robinson A8	English Miss K King A5	Lesson D&T Mrs K Rutter	T... Mrs ... C1
Wed 24/02/21	T... Mrs ... B5	Numeracy Mr P Anthony B7	Music Mr R Sweeney M1	Science Core Mr D Harris S3	English Miss K King B5	History Miss K Read H3	Drama Mrs C Wood D2	T... Mrs ... C1
Thu 25/02/21	T... Mrs ... B5	PE Mr G Thomas 4G	Mathematics Mrs J Robinson A8	Lesson Geography Miss E Edwards H5	Religious Stud... Mrs D Bradley H4	English Miss K King B5	Virtual PSHE ... PSHE Mrs K Oestreich L1	T... Mrs ... C1
Fri 26/02/21	Tut... Mrs ... B5	Virtual Science... Science Co...n Mr M Wilkinson	PE Mr J Allsopp 4G	Mathematics Mrs J Robinson A8	Mathematics Mr S Chatterley B6	Mr... C1		

Upcoming Extra Sessions

Details of any extra sessions (such as revision sessions or coursework top-ups) are shown in the list below. Some extra sessions are marked as compulsory, and your child's attendance is required.

Session	Date & Time	Room	Compulsory
French - Virtual French Lesson with Mrs K Kemp	Mon 22 Feb, Period 2	B1	✗ Not compulsory
D&T - Lesson with Mrs K Rutter	Tue 23 Feb, Period 2		✓ Compulsory Session
Science Core - Virtual Science Core Lesson with Mr M ...	Tue 23 Feb, Period 3		✗ Not compulsory
D&T - Lesson with Mrs K Rutter	Tue 23 Feb, Period 6		✓ Compulsory Session
Geography - Lesson with Miss E Edwards	Thu 25 Feb, Period 3	H5	✓ Compulsory Session
PSHE - Virtual PSHE Lesson with Mrs K Oestreich	Thu 25 Feb, Period 6	L1	✗ Not compulsory
Tutorial - Tutor Time with Mrs ... Rutter	Fri 26 Feb, AM Tutor		✓ Compulsory Session

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