



# Waihi College Parent Portal

Thank you for taking the time to learn about using the Waihi College Parent Portal. There are a number of useful things that you can look at including [attendance](#), [results](#), [NCEA summaries](#), [finances](#), [library loans](#), [calendared events](#) and [school notices](#).

Here are some brief instructions on how to use the portal.

Logging into the Portal

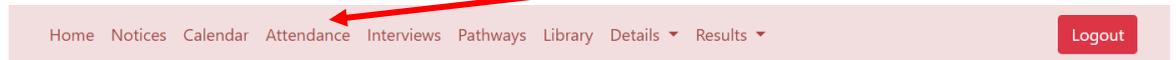
- Go to [www.waihicol.school.nz](http://www.waihicol.school.nz)
- In the top right hand corner you will see the tab for the **PORTAL**



- Log in using your unique username and password (this is on the email this attachment is linked to and on the handy fridge magnet that is being mailed out to your address)
- Success! You are now logged into the Parent Portal

Checking Student Attendance

- As you look at the top bar of tabs, you will see a tab called **ATTENDANCE**



## Attendance

Week: 10

P Present
L Present, Late to class
U Absent, Unjustified
J Absent, Justified
O Overseas Posting

	Monday 8 Apr	Tuesday 9 Apr	Wednesday 10 Apr	Thursday 11 Apr	Friday 12 Apr
Before School	8:00 am	8:00 am	8:00 am	8:00 am	8:45 am
LA	8:45 am LA Mr P Roy 1 B1 <span>P</span>	8:45 am LA Ms F Murphy 1 C11 <span>P</span>	8:45 am LA Mr P Roy 1 B1 <span>P</span>	8:45 am LA Ms F Murphy 1 C11 <span>P</span>	8:45 am ACADEMIC Mr P McNeil 1 D5 <span>P</span>
Period 1	9:00 am Independent Learning VLN Mrs J Barrow/Ms S Wiltshire <span>P</span>	9:00 am Level 3 Health 13HEA Miss H Gifford 1 GC <span>P</span>	9:00 am Level 3 Statistics 13STA Ms S Meech 1 D4 <span>P</span>	9:00 am Level 3 Biology 13BIO Mr H Galey 1 C3 <span>P</span>	9:00 am Level 3 English 13ENG Mr M Wallis 1 B8 <span>L</span>

- When you click on this tab, it will show you your child's attendance for the week. There is an explanation of what the codes mean at the top and a more thorough explanation underneath the table.
- You can scroll through the previous weeks attendance by clicking the across arrows next to the week tab.

## Calendar of Events

- To view the upcoming events over the term and year, click on the **CALENDAR** tab. This is regularly updated so please keep an eye on it for sporting events, careers information, school trips, teacher only days, term dates etc. You can follow the link at the bottom of the page to synchronise the school calendar to your phone or electronic device.

Home Notices **Calendar** Attendance Interviews Pathways Library Details ▾ Results ▾

## Learning Progress and Results

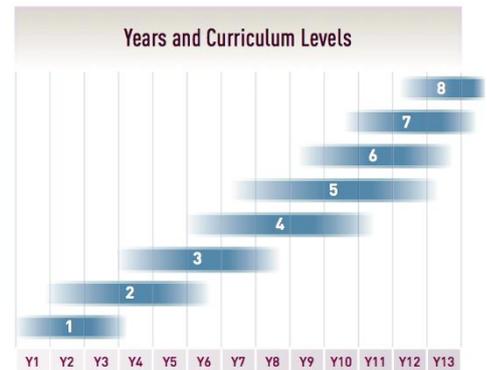
- To see the results and learning progress from this term or year, click on the tab that says **RESULTS**. You will get a drop down menu that looks like this.

Home Notices Calendar Attendance Interviews Pathways Library Details ▾ **Results** ▾

NCEA Summary  
Current Year Results  
All Results  
Recognitions  
Class Efforts  
Awards  
Reports

For **Year 7 – 10 students**, by clicking on **CURRENT YEAR RESULTS**, you will see a curriculum level and comment for each of the areas that your child has learned about this year.

At Waihi College, assessment results of Year 7 – 10 students are marked on the curriculum level they are achieving at. This diagram shows how curriculum levels typically relate to years of school.



In order to show you how your child is progressing within a curriculum level, Waihi College use the following three points to show their progress within the curriculum level:

**Basic:** this indicates your child is beginning or is at the early stages of learning at this level.

**Proficient:** this indicates your child is controlling and mastering the criteria at this level for most of the time. They may still need support, but are beginning to independently practise and use their learning at this level.

**Advanced:** this indicates your child is consistently meeting the criteria at this level.

For **Year 11 - 13 students**, by clicking on **CURRENT YEAR RESULTS**, you will see the results from NCEA assessments that your student has completed this year. You can also click on **NCEA SUMMARY** which will give you a comprehensive breakdown of the credits that your child has currently got in pursuit of NCEA Level 1, 2 and 3.

Finances

- By clicking on the **DETAILS** tab, you will see a drop down menu that includes DETAILS and FINANCES.



- Please check the **DETAILS** tab to make sure that your current details are correct. If they are incorrect or change please contact Sue in reception by email [sueg@waihicol.school.nz](mailto:sueg@waihicol.school.nz) or phone 07 863 8349
- When you click on **FINANCIAL** you will see the current statement of finances.

Library

- To view the books your child currently has out on loan or to see any overdue books, please click on the **LIBRARY** tab on the top menu.

Notices

- To view the daily notices, click on the **NOTICES** tab. Today's notices will be on show, to scroll back or forward a day, use the scroll bars in red.



Notices



Monday 29th of April, 2019

Meeting / Practices	Location	When	Staff
Seniors 11 - 13 <b>learners driver course</b> A reminder for those doing the learner driving course tomorrow. In B10 from period 1, make sure you turn up on time	B10	Tue 30 Apr all day	TGE
Year 11 <b>See Miss Howell this Morning please</b> The following students need to meet with Miss Howell TODAY (Monday) in her office.	JHO Office	Mon 29 Apr LA	JHO