



September 2017

Dear Parent or Carer

Re: Parent Advantage accounts

From 2 October you will be able to access your online Parent Advantage account, which enables you to track the progress of your young person online. This is a secure account which shows you up-to-date attendance, timetable, support plans, exam entries and other information. Parent Advantage will be available from the Parents' Information area of our website, and in order for you to be able to set these accounts up, we need to check some essential information.

### Username

We will be using your email address as your username, and the email address we have on our system for you is:

In the week beginning 2 October, we will send an email to this address with an activation code and further instructions on how to access the new system. This email will have details of how you log in for the first time.

### Changes to your email address

**If the box above is empty, or your email address has changed, please could you advise us immediately of the correct email address so that we can update our records.** The best way to let us know of an updated or new email address is to email us on [CIS@bhasvic.ac.uk](mailto:CIS@bhasvic.ac.uk) by Sunday 1 October. Please also include the name and date of birth of your young person, within the subject-line.

### Unable to access the internet or without an email address

If you are without access to the internet, please complete the slip at the end of this letter and we will provide a paper copy of support plans and subject reviews by post. The slip should be handed into the College Reception or sent to us by post, again by Sunday 1 October. *Please bear in mind that printing and posting will divert resources away from our students, so we would ask that you request this only where absolutely needed.*

### Problems receiving emails from BHASVIC

Some email service providers try to detect or block certain multiple or "spam" messages. In some cases parents have reported that, once they have successfully received at least one message from BHASVIC, the college's subsequent messages become "trusted" and are more likely to be received. Most email services provide an option to define a list of "safe senders". Although we cannot guarantee that it will resolve the problem, we certainly advise you to add "bhasvic.ac.uk" to this list. If you continue to experience problems, please contact us on [CIS@bhasvic.ac.uk](mailto:CIS@bhasvic.ac.uk)

**Please note that the dates for subject reviews to be published and available to you are:**

- Round one Monday 27 November 2017
- Round two Friday 23 March 2018
- Round three Friday 6 July 2018

### **Parents' Evening Dates**

Please see letter enclosed regarding our Meet The Tutor evenings in October. For the majority of parents, we look forward to discussing your young person's progress following the first round of subject reviews on one of the following dates at the end of the first term:

- New (A1) students - Surname A-K – Wednesday 29 November, 18:00-20:30
- New (A1) students - Surname L-Z – Monday 4 December, 18:00-20:30

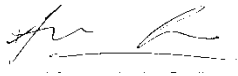
Please note that your young person must book appointments with their teachers for you.

**Website**

Useful documents are available to view on the Parents and Carers Information pages on the college website. By logging on to: <https://www.bhasvic.ac.uk/parents-carers> you can access all essential information.

All web documents are also available in hard copy on request to Caroline Abbott PA to the Assistant Principal.

Yours faithfully,



Alison Cousens  
Assistant Principal (Director of Student Services)

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**Request for printed and posted support plans and subject reviews**

I am not able to use the college's online system to view my young person's support plans and subject reviews and I would like these to be printed and sent home to me by post:

**Tutor Group:**

**Student's Name:**

**Parent or Carer's Name:**

**Address:**

Please return this slip by post to:  
The General Office at BHASVIC  
or hand in to college Reception