



Queen Mary's College



Vista for Parents: User Guide

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v4p@qmc.ac.uk

Section 1: Introduction

Vista is QMC's electronic system for monitoring student progress and communicating between staff, students and home.

Students, teachers and parents are able to view a wide range of information including:

Contact Details and Personal Details
Exam and Teaching Timetables
One to Ones – reviews with Personal Tutors
Progress – homework completion and current progress
Attendance data

In most cases Vista will show positive progress but there may be occasions when lower than expected grades are being recorded or attendance is poor. You can then discuss any concerns at home with your son/daughter and, when needed, you can contact the College via the Personal Tutor for additional information and proposed action(s).

Students will have immediate access to their records when they join us.

A letter to Parents and Guardians explaining how to access VISTA for the first time, with a parental USER ID and Password, will be issued in September. A summary of how to access the system can also be found on the last page of this document.

Your main contact at the College will be with the Personal Tutor, a direct link to their email address can be found on the Vista for Parents front page (Learning Plan page).

When you first log in you will see the **Learning Plan** page, screen below:

Links within the page

Page selector icons

Personal tutor email link

Tools

vista

Learning Plan

Personal Data

Contacts

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Tools:

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Student

Messages

Help

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Individual Learning Plan for

Student Name

1

2

3

4

5

Average GCSE: 7.03

Tutor: JCN/KNDREG/TU18 John Caden

Contact Tutor: John Caden

Email: Student QMC Email

6

7

Attendance

Last Week (100)

4Wks (100)

Today's Lessons

Attendance Code List

Time Room Teacher Class Mark

08:50 3122 MRS Politics A level Year 2 /

10:15 3122 MRS Politics A level Year 2 /

11:20 753 JCN Economics A level Year 2 /

a b c d e f

Progress (Updated overnight only)

6

Progress Points

WAG Grade

PIP

Mark book

Attendance

Lates

Class

View completed

STG 1 2 3 4 5 1 2 3 4

Wrk Sub YTD 4 wks YTD 4 wks

Economics A level Year 2 EC-17-A1-2 xx 100 100 0 0

Extended Project Qualification (EPQ) Year 2 only EX-18-E1-E xx 100 100 0 0

Maths A level Year 2 MNS17-C1-2 xx 100 100 2 1

Politics A level Year 2 PO-17-B1-2 xx 100 100 1 1

Attendance detail

Student Targets

Attendance Trend

Page Selector Icons

There are **4 Icons** located at the very top of the screen, **Student, Messages, Help and Logout**. Each represents a **Page** (area) on the VISTA site. The default page is set to **Student**. The **Student Page** links to **Learning Plan** which contains links to a variety of personal and work specific information. The **Messages Page** contains links to notes and messages **aimed specifically at parents**. The **Help** icon will open up this PDF for printing and to assist you in navigating around the site. The **Logout** icon will log you out of VISTA.

Links within the Page - These are displayed on the **left hand side of the screen in the blue VISTA area, click directly on each link to take you to the information indicated**. The **Learning Plan** link contains the majority of information within the Student page and you will find a detailed explanation of contents in **Section 2**. Details of the remaining **Student Page links** and **Message Page links** are located in **Sections 3 and 4 respectively**.

Tools – These are used to print or copy the data from the screen (click on the appropriate link as required).

In addition, on the Learning Plan Page only, you can view the following:

Personal Tutor Email Link – Contact Tutor is the email address for the student's personal tutor who is the key contact should you have any queries or concerns about their progress or welfare. When emailing please ensure that you give a valid email address and phone number so that the tutor can reply to you as appropriate.

If you do not use your email address to access V4P then you will need to type in a valid email address when you use the communicate box.

Section 2: The Learning Plan Link (see diagram above)

1. Average GCSE Score

The average GCSE score is calculated by adding together the points score for each GCSE and dividing the total by the number of subjects taken. This is calculated by QMC at point of entry, for example a GCSE A* gives a point 8 score, and E = 3 point score. Currently, in the transition period from old style letter grades to new style numeric grades, the number grades are also adjusted, 9 = 8, 8 = 7.67, 4 = 5. It is anticipated that this will change when all our students have only numerically graded GCSEs.

2. Tutor

The staff initials of the student's Personal Tutor and Assistant Principal are displayed. Each Personal Tutor, via their Head of Department, works under the overall direction of a specific Assistant Principal.

☐ Assistant Principal HHN - Helen Henderson

☐ Assistant Principal KND - Kate Need

Each of our Assistant Principals is supported by a Divisional Administrator within our Management Support Team.

3. Contact Tutor

Click the link in order to email the personal tutor if you have any queries about performance or attendance. Tutors will follow up your query as quickly as possible but please bear in mind that they have a full teaching timetable and other responsibilities so it is unlikely that they will be immediately available. If you need urgent contact please telephone the Help Desk on 01256 417500.

4. Attendance thermometers

The attendance for the last week and the last 4 weeks is shown. Green indicates good attendance.

5. Today's attendance

All lessons for the current day are shown and the attendance mark. ? means unmarked, / is present and O is unauthorised absence. The attendance code list link gives a complete list of attendance codes.

6. Class List

Each subject being studied is listed together with attendance, punctuality and performance indicators. As a general rule, green is good and pink is not so good. The view completed button allows you to toggle between showing only classes which are still current and all classes. The categories of information are as follows:

a. Student Target Grade (STG)

The student may enter the grade they are aiming to achieve in this subject in consultation with their personal tutor.

b. Progress Points

During the year there will be a number of progress points. A green square indicates that the

teacher is happy with the progress being made in this subject. A red square shows that there are some concerns.

c. Working At Grade (WAG)

These are entered at some of the progress points. They are not predictions of future exam performance but an estimate by a subject teacher of the grade at which a student is currently working.

d. Progress intervention point (PIP)

If there are some concerns at a progress point then the teacher may enter some advice for the student. This will show as a blue square and when the cursor is positioned on the square the teacher's guidance will show.

e. Mark-book

Regular assignments are set and marked in all subjects throughout the year to help students know what they need to do to improve. The numbers here show how many have been set and how many have been completed by the student.

f. Attendance and Lates

These figures are produced automatically from the electronic class registers completed by the teacher at the beginning of each class or the Help Desk as appropriate.

- ☐ YTD (Year to Date) shows attendance in that class across the entire academic year so far.
- ☐ 4 weeks shows attendance for that period so it is possible to see whether recent attendance is in line with, above, or below the average for the year.
- ☐ the number of times that the student has arrived late to lessons for the whole year and the last 4 weeks is also shown.

7. Links at the bottom of the screen

Attendance detail

This displays a complete attendance record for the last three weeks, including a registration mark, reason for absence code and late mark.

Student Targets


This shows the student's course targets and goal.

Attendance Trend


The percentage attendance YTD (Year to Date) for each session of the week. This highlights if there is an issue with a student persistently missing the same session regularly.

Section 3: Other Links from the Student Page.


1. **Contacts** - This link contains the contact information that we hold for you. Please contact us using the **Email changes to QMC** link at the bottom of this screen if any of the information is out of date or inaccurate?




Student



Messages



Help



Logout

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Tools:

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Contacts for Harry ENGLAND

Addresses:

3 The Oaks
Basingstoke
Hampshire
RG55 9LP

Mr. And Mrs . England
3 The Oaks
Basingstoke
Hampshire
RG55 9LP

queenofengland@hrh.hotmail.com

Telephone numbers

12563004000

7772999 5544

0118 955 9555 – Mrs England - Work

Type:

Student Address

Primary Contact Address

Primary Contact Email

Type:

Student Phone

Student Mobile


Primary Contact Phone

Notes:


Notes:

[Email Changes to QMC](#)


2. **Exam Timetable** - This lists all future exams that your son or daughter has been entered for during the academic year. Payment for re-sits, exam papers etc. can be made online at certain times of the year. This online payment system will be available on the QMC website (www.qmc.ac.uk) and activated as appropriate.




Student



Messages



Help



Logout

Student

Messages

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Exam data for Harry England

Exam Timetable – Centre No: 58437


Date	Start time	Paper Name	Paper Code	Cand No.	Room	Seat
4 June 2013	08:50	English/Eng Lan.	Unit H1	999	3026	4F

Tools:


Print

Copy


3. **One-to-Ones** - A chronological detail of all one-to-one meetings held with the student can be found via this tab.




Student



Messages



Help



Logout

Student

Messages

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One to One Feedback for Harry England

Date	Time	Author	1-1 Summary	1-1 Actions	1-1 Outcome
9/10/2018	13:00	JCN	UCAS application process completed.		
20/2/2018	12:45	TFE	<p>Is well organised and knows what has to be done.</p> <p>A stunning markbook in Economics and Maths. Politics has one really good result. The others are moving in the right direction, and the next step is to make sure you're hitting the 'basic arguments' really well/clearly, before moving to one perhaps more adventurous paragraph towards the end of the essay.</p> <p>PPE: Oxford (AAA) and Exeter (AAA-B) are particular favourites.</p> <p>Currently reading Philosophy: A Beginner's Guide.</p> <p>Sensible enrichments chosen.</p>		
31/10/2017	12:45	TFE	<p>Maths: one excellent result; more recently a tougher challenge - you know which bits to revisit</p> <p>Politics: knows the need to a) write in a brisk business-like style, b) come armed with an arsenal of examples/statistics to select from in written work</p> <p>Economics: impressive start!</p>		
3/10/2017	12:45	TFE	<p>Unifrog: on there last night... looking at Politics and International Relations</p> <p>Wants to get into journalism (sports or news). Writes a football blog. Reading the Times and BBC Sport.</p> <p>A football writer I enjoy and recommend is Alex Stewart:</p> <p>https://putnielsingol.com/</p> <p>Twitter: @AFHStewart</p> <p>Enjoying College and all three subjects. Getting a manageable amount of homework (more than school)... now get into the habit of setting yourself homework. Once you've done the work, revise it. Once you've revised it, go learn/research something new.</p>		





Tools:

Print

Copy

4. **Personal Details** - Please use the link on the contacts screen to inform us of any errors within the personal data section.

It is very important that the Date of Birth and Full Name are correct. These will be used for exam certification. These cannot be amended retrospectively.



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Harry ENGLAND

Title:

Mr

Known as:

Harry

Gender:

M

Previous School:

The Birches

Date of Birth:

23/04/1993

Average GCSE :

6.98

Indicative GCSE :

6.98

Admission Number:

Z10001

Unique Learner Number:

1110001111

Tutor Group:

NEV/HHN/TU12

Tutor Name:

Nicolas Everett

Head of Division:

HHN

Address:

3 The Oaks
Basingstoke
Hampshire
RG55 9LP

Telephone:

Mobile:

01256 300 4000

Car/Bike Reg:

07772 999 5544

Email:





Z10001@student.qmc.ac.uk

No Photo Available

5. **Timetable** - This displays the current weekly timetable for your son or daughter. If any change is made to the timetable it will not be visible in VISTA until a full 24 hours after the amendment is made.

Day	Start	End	Room	Class	Teacher
Monday	08:50	09:50	753	Economics A level Year 2 (EC-17-A1-2)	John Caden
Monday	10:15	11:15	753	Economics A level Year 2 (EC-17-A1-2)	John Caden
Monday	11:20	12:20	3122	Politics A level Year 2 (PO-17-B1-2)	Michael Rogers
Monday	13:15	14:15	606	Maths A level Year 2 (MNS17-C1-2)	Rebecca Smith
Monday	14:20	15:20	460	Extended Project Qualification (EPQ) Year 2 only (EX-18-E1-E)	Caroline Goulton
Monday	15:25	16:25		Study Period	
Tuesday	08:50	09:50	460	Extended Project Qualification (EPQ) Year 2 only (EX-18-E1-E)	Caroline Goulton
Tuesday	10:15	11:15		Study Period	
Tuesday	11:20	12:20	753	Tutorial Enrichment	John Caden
Tuesday	13:15	14:15		Study Period	
Tuesday	14:20	15:20	606	Maths A level Year 2 (MNS17-C1-2)	Rebecca Smith
Tuesday	15:25	17:25		Study Period	
Wednesday	08:50	09:50	3122	Politics A level Year 2 (PO-17-B1-2)	Michael Rogers
Wednesday	10:15	11:15	3122	Politics A level Year 2 (PO-17-B1-2)	Michael Rogers
Wednesday	11:20	12:20	753	Economics A level Year 2 (EC-17-A1-2)	John Caden
Wednesday	13:15	14:15		Study Period	
Wednesday	14:20	15:20		Study Period	
Wednesday	15:25	16:25		Study Period	
Thursday	08:50	09:50		Study Period	
Thursday	10:15	11:15		Study Period	
Thursday	11:20	12:20	606	Maths A level Year 2 (MNS17-C1-2)	Rebecca Smith
Thursday	12:20	13:15	3122	Debating Society (DB-18-D1-C)	Tom Featherstone
Thursday	13:15	14:15	3122	Politics A level Year 2 (PO-17-B1-2)	Michael Rogers
Thursday	14:20	15:20	753	Economics A level Year 2 (EC-17-A1-2)	John Caden
Thursday	15:25	16:25		Study Period	
Friday	08:50	09:50	606	Maths A level Year 2 (MNS17-C1-2)	Rebecca Smith
Friday	10:15	11:15	606	Maths A level Year 2 (MNS17-C1-2)	Rebecca Smith
Friday	11:20	12:20		Study Period	
Friday	13:15	14:15	753	Economics A level Year 2 (EC-17-A1-2)	John Caden
Friday	14:20	15:20	3122	Politics A level Year 2 (PO-17-B1-2)	Michael Rogers
Friday	15:25	16:25		Study Period	

6. Weekly Attendance



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Attendance for last 7 days





Date	Day	Time Class	Teacher	Mark	Mark Desc	Mins Late
8/1/2019	Tuesday	08:50 Extended Project Qualification (EPQ) Year 2 only	Caroline GOULTON	/	Present	
		11:20 Tutorial Enrichment	John Caden	/	Present	
		14:20 Maths A level Year 2	Rebecca SMITH	/	Present	
9/1/2019	Wednesday	08:50 Politics A level Year 2	Michael Rogers	/	Present	
		10:15 Politics A level Year 2	Michael Rogers	/	Present	
		11:20 Economics A level Year 2	John Caden	/	Present	
10/1/2019	Thursday	11:20 Maths A level Year 2	Rebecca SMITH	/	Present	
		13:15 Politics A level Year 2	Michael Rogers	/	Present	
		14:20 Economics A level Year 2	John Caden	/	Present	
11/1/2019	Friday	08:50 Maths A level Year 2	Rebecca SMITH	/	Present	
		10:15 Maths A level Year 2	Rebecca SMITH	/	Present	
		13:15 Economics A level Year 2	John Caden	/	Present	
		14:20 Politics A level Year 2	Michael Rogers	/	Present	

Section 4: The Messages Page and Links

Click on the **Messages Icon** at the top of the page and navigate around this page by clicking on the links in the blue VISTA area).

1. Absence and Lates –

The example below illustrates information that may be displayed and a student with an attendance/punctuality record of this sort would be a cause for concern.



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Absence and lates record for last 4 weeks

Week begin	Day	Date	Time	Class	Code	Description	Mins late
22/11/2010	Tuesday	23/11/2010	09:50	History (Ancient) AS	L	Late	5
	Tuesday	23/11/2010	14:55	Critical Thinking AS	L	Late	4
	Wednesday	24/11/2010	09:50	Music AS	A	Coll. Activity	
	Wednesday	24/11/2010	10:15	Music Practice BTEC Award	A	Coll. Activity	
	Wednesday	24/11/2010	12:30	History (Ancient) AS	L	Late	6
Totals: Unauthorised Absences=0 Minutes late:15 Number Lates: 3							
15/11/2010	Tuesday	16/11/2010	09:50	History (Ancient) AS	L	Late	6
	Thursday	18/11/2010	12:30	History (Ancient) AS	L	Late	5
Totals: Unauthorised Absences=0 Minutes late:11 Number Lates: 2							
08/11/2010	Tuesday	09/11/2010	09:50	History (Ancient) AS	L	Late	6
	Tuesday	09/11/2010	12:30	Music Practice BTEC Award	L	Late	3
	Wednesday	10/11/2010	12:30	History (Ancient) AS	O	Absent	
	Thursday	11/11/2010	12:30	History (Ancient) AS	L	Late	8
Totals: Unauthorised Absences=1 Minutes late:17 Number Lates: 3							
01/11/2010	Monday	01/11/2010	12:30	Music Theory	L	Late	5
	Monday	01/11/2010	14:55	Music Practice BTEC Award	L	Late	8
	Tuesday	02/11/2010	09:50	History (Ancient) AS	O	Absent	
	Tuesday	02/11/2010	14:55	Critical Thinking AS	O	Absent	
	Wednesday	03/11/2010	12:30	History (Ancient) AS	L	Late	3
	Thursday	04/11/2010	12:30	History (Ancient) AS	A	Coll. Activity	
	Friday	05/11/2010	15:10	History (Ancient) AS	L	Late	4
Totals: Unauthorised Absences=2 Minutes late:20 Number Lates: 4							





Absences should be notified **by parents/guardians** to the **Help Desk** on a **daily basis** by calling the main college number **01256 417500** or by emailing Helpdesk@qmc.ac.uk

Please note that whilst every effort is made to update these notifications quickly it may, in some cases, take up to 24 hours.

Any **Non-notified, non-evidenced or student notified absence will result in a text being sent to the Parent or Guardian listed as first contact** (please see further notes in the Texting Messaging Guide section). Please be aware that notification of an absence does not necessarily mean it is authorised and it may affect the overall attendance record of the student.

2. Course changes

When a student changes course it is recorded on VISTA. You can view when, and why, these changes have occurred. Any course change must be discussed and agreed with the Personal Tutor. Students must attend their timetabled lessons until the change has been processed and updated on VISTA so as not to affect their attendance. An example is shown below.



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Absences and Lates

Course Changes

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Course Changes

Course change notifications for Harry.

Date	Reason
28/09/2017	Change of class -Changed class for course Health and Soc Care L3 Voc Single Year 1 from class HCC17-C1-D/CL17 to HCC17-B1-D/CL17
30/10/2017	Added Enrichment -Started new course Art - Professional Art Practice in class AP-17-E1-C/CL17
28/03/2018	Change of Tutor -Tutor group change from tutor KBE to JBN
20/10/2018	Added Enrichment -Started new course Art/Craft Enrichment in class AR218-C1-C/CL18

3. Notes to Parents General notes about your son/daughter which a member of the senior management team wishes you to be able to see are shown here.



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Absences and Lates

Course Changes

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Student Tracking notes for: Harry England

Note type	Date	Author	Note	Actions	Outcome
General Note	15/01/2019	HME	The UCAS deadline is approaching. You need to complete your university choices. Make an appointment with the careers team.		
Gold Star	15/01/2019	HME	★ Excellent attendance this term. very well done.		

Summary of how to access VISTA for Parents and how to contact us

To register for the first time

Type this link into your browser: <https://www.qmc.ac.uk> and click on the Parents button at the top of the screen. Then click on the **VISTA for Parents** link.

You will be prompted for your User ID and Password - information contained in a letter issued in September (unless you have already accessed the system in the previous year).

-When you **register for the first time** you will be asked for some **additional information** about your son/daughter, you will only be asked for this information once.

Once you have successfully registered you will be prompted **to change the User ID provided to your own email address and choose your own password** (for preference). Alternatively you may opt to use the same information you have chosen for our online payment system (statements and passwords also sent in September).

If you have any problems logging in to VISTA for Parents please send an email to v4p@qmc.ac.uk

Who to contact regarding a student's progress

- Your main contact at the College is your son/daughters **personal tutor**.
- A link to the personal tutor's email is located on the VISTA for Parents front page (Progress Link).
- The College Help Desk telephone is 01256 417500 for any query.

Text Messaging service for Parents/Guardians regarding absence

The College is committed to working with parents to help students achieve to the very best of their ability. Already you can monitor attendance, the completion of homework and read progress reviews on line through the VISTA for Parents system.

Research shows that attendance is fundamental to success: every 5% below 95% attendance and students' grades suffer by one grade. As part of improving our communication with you we **operate a daily text messaging system** regarding absence.

If a student misses at least one class, or has 'phoned us themselves' to report an absence a text message will be sent. These texts are sent at lunchtime regarding lessons missed in the morning. Please note that the switchboard opens at 8.30am and closes at 5pm Monday to Thursday and at 4.30pm on Fridays.

If you have advised us of an absence this is recorded on the main attendance register, as quickly as possible, following your call, email or correspondence. Please be aware that it is possible to still receive a text message due to the time delay or a high volume of recorded absences. **You need do no more if you are already aware of and have reported the absence.**

However should you be unaware of the absence please start by discussing the matter with your son/daughter and check VISTA for Parents for more information, including details of the lesson(s) missed.

If you would like to talk to someone about the absence system, or to query an absence, please contact us on 01256 417500 and speak to the Help Desk Team or one of the Division Administrators. Any concerns regarding progress should be addressed to your son's or daughter's Personal Tutor.

Please advise us of any change to your mobile number/email address via the VISTA system, or by email on v4p@qmc.ac.uk, or ring 01256 417500 with the change of information (**Please note these same details are used to contact you in the event of an emergency**) and must be provided by the Parent or Guardian. We hope you will find this a helpful development to our Support Services.

Key Points

Texts are sent every day at lunchtime. You will only receive one text a day.

We update register information as quickly as possible but you may, on occasion, receive an absence notification even though you have contacted us.

There may be times when a student has missed a lesson but you do not receive a text; for example, the teacher may have been unable to mark the register on time.

You will receive a text if your son or daughter has notified us of their own absence for the day.

Texts are sent to the Primary Contact's mobile number.

If we do not have a mobile number for you but we do have an email address then we will use this.

If we have neither we will endeavour to contact you by other means.

Please assist us by ensuring all contact details are kept current for emergency purposes.