

Queensferry High School

WORK HARD • BE KIND



PUPIL TRACKING FAQs

Together Everyone Achieves More

Pupil Tracking FAQs

What is Pupil Tracking?

Pupil Tracking is the system used to track learners' progress in Primary, Secondary and Special Schools in Edinburgh. It includes a portal which is how we will share school progress reports with parents and carers from August 2024. It is a web-based system which allows attainment to be tracked and monitored throughout a young person's learning journey. The Pupil Tracking platform has been assessed by the Council's Information Governance and ICT Security teams and complies with the Government's Cloud Governance Framework. This is to ensure on-line safety and security of information.

Why are we using Pupil Tracking?

Pupil Tracking provides a consistent way of tracking and monitoring the attainment and achievements of children and young people throughout their learning journey. Staff have access to the data, information and strategies that will support them to meet the needs of their learners. The system will also hold information about young people's wider achievements. The Pupil Tracking Parent Portal provides a consistent, secure and easy way for us to share reports on learning with parents and carers.

How does Pupil Tracking work?

Pupil Tracking connects with the data from SEEMiS, the school information management system used nationally in all 32 local authorities. Additional information is input into Pupil Tracking by staff supporting the learner. This provides valuable information for class teachers and the school leadership team to track learners' progress. The Pupil Tracking portal will be signed into by parents and carers to view progress reports that previously would have been sent in paper form, providing an easy to use and sustainable approach.

What will I need to do?

Parents and carers will receive an invite to sign in to the Pupil Tracking Portal via an email or letter they receive from their child's or young person's school. The schools will use the parent / carer contact details they hold on SEEMiS to distribute this information. To set up their account, an invite from the school and valid email address are required. Sign in instructions, as well as a link to a video guide on how to sign up, are contained within the invite. Access to the internet is required to use the parent portal. Parents will create their account with a user name and password to enable them to view their young person's reports. Any parents or carers not accessing the parent portal can be identified by the system automatically so alternative arrangements can be made.

Data Privacy Information

If you have a query in relation to the use of Pupil Tracking in our schools, please contact the school office and you will be directed to the appropriate person to help with your enquiry.

As part of learning and teaching, the Council needs to collect, store, use, share and dispose of personal data relating to pupils and other learners, teachers, carers and parents. The Council takes privacy issues very seriously and further information on how the Education service processes personal data more generally you can visit <https://www.edinburgh.gov.uk/privacy>. Please note that the Education privacy notice is currently being reviewed and that an updated version will be circulated in due course.