October 2013

Re: Your access to SMT - Student Management Tool

Dear Parent

The purpose of this letter is to provide information about the 'Student Management Tool' (SMT), which staff at McClelland have been using this year to manage information and communication about students. It has proven to be highly effective and efficient. As part of McClelland’s commitment to supporting student learning, we understand the importance of strengthening home-school partnerships, particularly through good communication, and we now invite parents to share in a broadening use of this new system.

SMT is an online, web browser based system, and has a range of functions, including the provision of information and a communication platform between school and home. Initially reports, students’ timetables and other contact information have been made accessible by parents. Once up and running, it is planned that the system will soon be expanded to include students’ learning and behaviour plans, attendance records, as well as school news, calendar events, etc. Thorough testing has been carried out but please note that, as with all new information systems, there may be aspects which we find need attention, and we welcome feedback should you have any special concerns regarding the SMT system.

Regarding students with dual family/home situations-

An SMT account has been set up for the primary contact family only, and we ask that all appropriate communication be made with other parties to ensure access to the SMT. If you are a current parent, you should have received a letter similar to this one, and/or an SMS setting out your SMT access details.

You will be able to see your son/daughter’s progress reports for Semester 2, as well as three prior end-of-semester reports. The reports will be in PDF format to protect the integrity and authenticity of these documents.

Reports will no longer be posted home so this will be the vehicle for accessing all reports from here on. We will use our SMS system and your mobile phone to inform you when important information is uploaded to SMT, such as reports, so please ensure that our school records are kept up-to-date with your current mobile contact details.
Accessing the SMT system from home

1. You need a computer logged onto the internet;
2. Go to the college’s website www.mcclellandcollege.vic.edu.au;
3. Click on the SMT Login Icon found on our homepage;
4. When prompted, enter your Username and Password, (need to do this twice);
5. Browse students’ reports, timetables, general information, etc.; and
6. Contact the college (9789 4544) if there is something which you believe is incorrect or needs attention, or if you have forgotten/lost your logon details.

Login details are yours only, and will ensure you always have access to student data to help you keep track of how they are going. Ensure that your login details are kept accessible and secure.

We trust that you will make the most of SMT. Later in the year, more information will become available with our plan for all teachers to be listing homework on the system from the commencement of 2014 Headstart which begins on Tuesday 19th November this year.

Amadeo Ferra – Acting Principal