

## How to update your data collection sheet

Dear Parents,

We are changing the way we update the data we hold on you and your children. Each year we send out data collection sheets with your child at half term in the autumn term. From the start of this year the data collections sheets have been available on our Learning gateway. This will allow you to update this information at any time in the year as it changes ensuring we have the most up to date information.

This process is very simple and I have added a few screen shots to help with the first time you look at this.

1. The first thing to do is to navigate to the following website.  
<https://hslg11.capita-cso.co.uk/schools/raas/SLG>
2. Log on using the details that have been sent out to you by the school. If you do not have these details please email [slgsupport@gatton-park.oreg.uk](mailto:slgsupport@gatton-park.oreg.uk) and new details will be sent out.

The screenshot shows a website interface with a dark red sidebar on the left and a white main content area on the right. The sidebar contains a menu with the following items:

- VIEW ALL SITE CONTENT**
- ▶ **DOCUMENTS**
  - Shared Documents
- ▶ **LISTS**
  - Calendar
  - Tasks
- ▶ **DISCUSSIONS**
  - Team Discussion
- ▶ **SITES**
- ▶ **PEOPLE AND GROUPS**
- ▶ **PARENTS SITE**
  - My Account Page
  - My Children Dashboard
- ▶ **EMAIL SUPPORT FOR SLG**

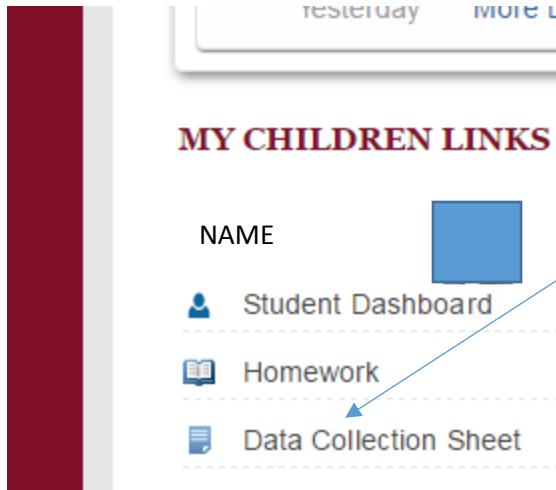
The main content area on the right displays the following information:

- ROYAL ALEXA**
- ANNOUNCEMENTS**

There are currently no ac
- CALENDAR**

There are currently no up

A callout box on the right side of the image contains the text: "3. Once logged in the home page appears. Click on the My Children Dashboard link on the right." A blue arrow points from this callout box to the "My Children Dashboard" link in the sidebar menu.











4. You will now be able to view lots of helpful information on your child. To edit the data collection sheet please click on the link under the My Children links. If you have more than one child with us this is done separately per child.

5. The data collection wizard will then start up. All you need to do is work your way through the different sections amending the information or filling in missing information.



**Welcome**


Welcome to the data collection wizard. This wizard is designed for you to check and update key information held by the school about your child so that the school have current information on their records.

- 
**Student Details**  
 Basic details of your child e.g. preferred name, address and date of birth
- 
**Contacts**  
 Basic details of contacts associated to your child
- 
**Medical**  
 Medical information eg medical practices and medical conditions
- 
**Dietary & Meal**  
 Dietary information eg meal choices and dietary preferences
- 
**Travel**  
 Information about how your child gets to school, travel route
- 
**Ethnicity**  
 Ethnicity and culture details about your child eg nationality, first language
- 
**Parental Consent**  
 Ensure the school has up to date consent on school activities involving your child
- 
**Finish**  
 Review changes and submit to school for processing




6. One new piece of information we are have to collect and update is the student's nationality. This is on the first page of the wizard called student details. The section to double check is called passports.


 **Passports** + Add Passport

Nationality: United Kingdom  

7. At the end of the wizard you will see a confirmation page. Please check the changes in the summary of changes section and then when happy it is correct click the finish button.

Royal Alexandra&Albert School  
DATA COLLECTION SHEET



 **Finish** ← Start Again?

Name

Once you click Finish, the information will be sent to the school to approve. During this time, the data collection sheet will not be available. Once the school have updated the student's record, the Data Collection Sheet will become available again to make further changes.

**By clicking 'Finish' you are agreeing that the changes you have made are correct.**

**Summary of changes**  
 Collapse All  Expand All

Parental Consent : Updated for

**Data Protection Act 1998:** The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The

8. The data collection sheet will then be sent to us to make the changes until we have done this you will lose the link to the data collection sheet. Once we have updated it will be available again.