



Satchel:One Parent/carer access



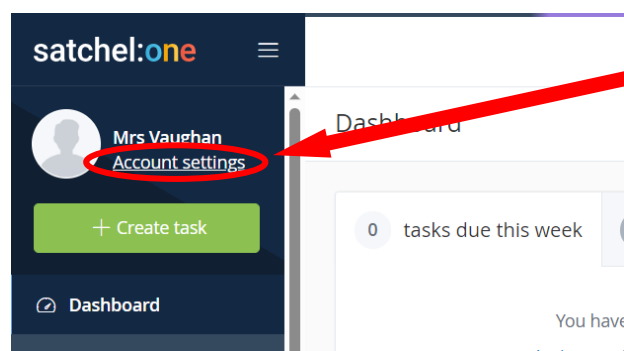
Dear Parent/Carer,

At High Storrs School we use an online tool called Satchel:One to share various aspects of your child's school life with you, including enabling you to keep track of your child's homework through Show My Homework (SMHW). Satchel allows you to see rewards issued to your child, logged behaviour incidents and detentions, their timetable, and Tracker documents as they are issued. This system enhances the way we communicate with parents. The App will support your child's organisation and time-management and help them to keep on top of their workload.

Homework at High Storrs is set exclusively through Satchel. If your child does not have access to an internet enabled device such as pc, tablet or smart phone, they will be able to use a computer at school in the LRC during after school HW club to access their account.

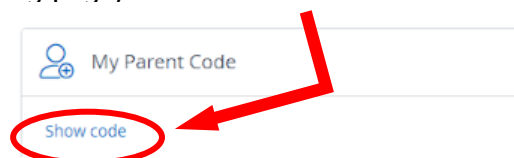
Students have received details of how to log in to the school network and our MLE (online learning platform) as well as guidance of how to access their Satchel account from home via a pc, smart phone or tablet. No additional log-in or password details are needed, it is all linked to their school network log-in that they've already been issued with.

Now it is time for parents/carers to get on board too. **You will need your parent code which can be found on your child's Satchel account:**



From the top of the left-hand menu, select 'Account settings'

Then in the bottom right-hand corner of the account setting page, click on 'show code'



Once you have your parent code, please use the instructions overleaf to get started. The parent code can be shared for up to 5 log-ins to be generated, but in order to protect your child's data, please **only share it with others who have parental responsibility.**

It is really important that students use their own log-in and do not access Satchel:One via the parent account. The accounts are set up a bit differently and if the student uses the parent account, they won't be able to access all the features intended for them. If either parents/carers or students have any difficulty with Satchel now or in the future, there is a Help Sheet on the school website with instructions and further advice here: [Homework : Learning : High Storrs School](#)

We hope you and your child will find the tool useful. If you have any further queries, please get in touch.

Yours Sincerely,

Mrs Vaughan

Deputy Head

JV Vaughan@highstorrs-mlt.co.uk

0114 267 0000

INSTRUCTIONS FOR PARENTS

ACCESSING Satchel: One FROM A HOME PC

- Log onto the school web-site: www.hightorrs.co.uk
- Scroll to the bottom and click on the green SHOW MY HOMEWORK log in button.
- This takes you to the Satchel: One home page
- Click 'Log in' at the top right of the screen if the log-in screen is not already showing.
- Satchel: One log-in page appears →
- Select 'parent' and 'I don't have an account yet'
- Enter your email address
- Enter the PARENT CODE (Find yours on your child's account).
- You will be invited to set your own password for future log-ins.

GETTING THE APP ON YOUR SMART PHONE OR TABLET:

- Go to the App Store and download the free Satchel: One App.
- Click on the Satchel: One icon.
- Satchel: One log-in page appears. Select 'parent' and 'I don't have an account yet'
- Enter your email address
- Enter the PARENT CODE (Find yours on your child's account).
- You will be invited to set your own password for future log-ins.

ADDING A NEW STUDENT TO AN EXISTING ACCOUNT ON A PC:

- Log in to your usual Satchel: One home page
- Select 'Account settings' in the menu on the left
- Find the 'link another student to your account' section.
- Enter High Storrs School if it isn't already showing.
- Enter the PARENT CODE (Find yours on your child's account).

ADDING A NEW STUDENT TO AN EXISTING ACCOUNT ON THE APP:

- Open your App in the usual way
- Select 'Settings' from the home menu.
- Select 'student management'.
- Select '+' in the top right of the screen.
- Enter High Storrs School if it isn't already showing.
- Enter the PARENT CODE (Find yours on your child's account).

SMHW – MANAGING SETTINGS

A small number of parents and students find the automatic notifications they receive from Satchel:One can cause anxiety. It is possible to adjust settings to limit or remove these alerts if you wish. Here's how:

From your Satchel: One parent account you can adjust your preferences in the settings menu. You can decide the email alerts and push notifications you will receive.

From the home screen on a pc, click on 'Account settings' and scroll down to the 'manage notifications' section. Here you can check or uncheck the kinds of alerts you wish to receive by email.

From the phone App home screen click on 'settings' then 'notifications'. Here you can select which items you wish to receive push notification or email alerts for.

On your phone, you may also need to go into your phone settings and find 'notifications' in the menu. If you have the Satchel:One App on your phone it will appear in the list and you can choose to switch SMHW notifications off or on as a whole.

Students can also do this on their own devices, so that if the alerts are causing stress, they can simply switch them off and just check any tasks and messages when they choose to visit the app at an appropriate time.

Login

[Forgot password?](#)

Staff

Parent

Student

☐ I already have an account

☒ I don't have an account yet

Enter email address

Enter parent code (supplied by school)



Link another student to your account

Enter a Parent Code for another student to start viewing their homework.

High Storrs School

Enter your code

Submit