

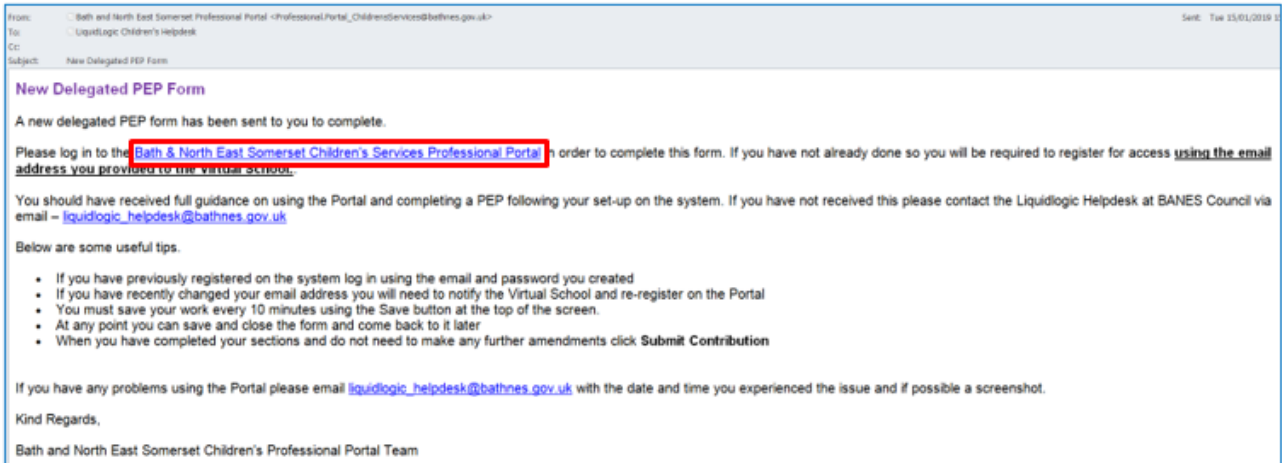
Bath and North East Somerset Council Establishment Portal

Guidance for designated teachers updating Attainment in the Establishment Portal and completing a Personal Education Plan

(Updated August 2021)

DESIGNATED TEACHER and the ESTABLISHMENT PORTAL

- When a PEP has been delegated to a Designated Teacher they will receive an email, within this email is a link to the Portal



- **New users will need to register for an account**

How to register for an account in the Establishment Portal – New Users

- Click **Register for new account** and follow prompts

Secure login - step 1

New to Establishment Portal [Register for an account here](#) or use the button below.
Already using Establishment Portal Sign in below.

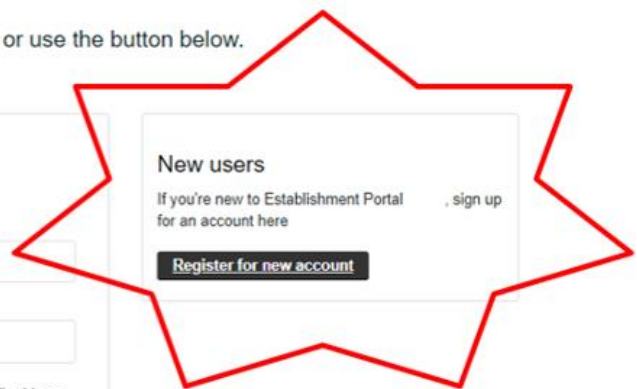
Existing users

Email

Password

For additional security, we will confirm your account by sending an authentication code to your email address.

[Forgotten password?](#)



- Click the register for a new account link

Register a new account - step 1

Forename *

Surname *

Next

Cancel

- Add in your name and email address/password in the fields above & below.

Register a new account - step 2

Email address *

Password *
Confirm password *

Back Next Cancel

Password policy

Your password must meet the following requirements:

- It must be at least 12 characters long
- It must contain at least one letter
- It must contain only letters, digits, and special characters
- It must contain at least one upper-case letter
- It must contain at least one numerical digit
- It must contain at least one special character.

[Click here to see the list of special characters:](#)

- An email with a verification code will be emailed, copy this into the code field
- The code is valid for 10 minutes. If you take longer than 10 minutes to enter it you will need to log in again.
- This two factor authentication is to ensure the Portal is secure and users are the owner of the email account

Secure login - step 2

We have just sent you an email to confirm your account. Please enter the code this contains below.
If you can't find this email, it may be in your spam/junk email folder.

Code

Finish Cancel

Please enter the verification code that we sent you.

How to log into Establishment Portal – current users

- Log into Portal with email address and password.
 - If you have forgotten your password you can request a new one by clicking **Forgotten Password?** Link

Secure login - step 1

New to Establishment Portal [Register for an account here](#) or use the button below.
Already using Establishment Portal Sign in below.

Existing users

Email

Password

For additional security, we will confirm your account by sending an authentication code to your email address.

Submit Cancel

[Forgotten password?](#)

New users

If you're new to Establishment Portal [sign up for an account here](#)

Register for new account

- At each login an email with a verification code will be sent to user, copy this into the code field
- The code is valid for 10 minutes. If you take longer than 10 minutes to enter it into the portal, you will have to log in again.

Secure login - step 2

We have just sent you an email to confirm your account. Please enter the code this contains below.
If you can't find this email, it may be in your spam/junk email folder.

Code

Finish Cancel

Please enter the verification code that we sent you.

Once logged into the Portal a Designated Teacher can view all CLA Children they are working with and can add Attainment data.

Attainment data can be added to at any time, not just during the completion of a PEP.

If you have registered, you will now have access to edit attainment information for the child or young person by clicking on the below link. The information you add into this portal, will feed into the PEP form delegated to you and also the Early Years & Education System (EYES).

Bath and North East Somerset Children's Services Professional Portal

Tasks

The following forms have been delegated to you to complete.

Currently Assigned Tasks

Recently Retracted Tasks

Recently Submitted Tasks

Task List

Form Type	Name	Due Date	Comments
1	Personal Education Plan 0 to 2 (Nursery)	Cla2 Test	26-Aug-2021

[How to view / update Education data](#)

Click on the “Back to Establishment portal” link

Bath and North East Somerset Children's Services Professional Portal

Tasks

The following forms have been delegated to you to complete.

Currently Assigned Tasks

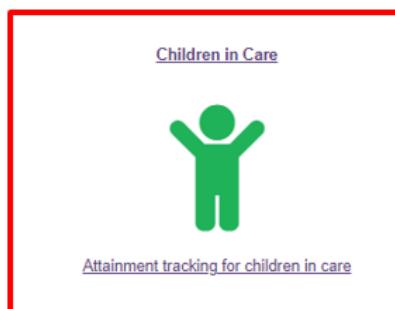
Recently Retracted Tasks

Recently Submitted Tasks

Once you have clicked on the Establishment Portal link, you will see the following screen.

Welcome to the Establishment Portal

What do you want to do today? Use the links below to access information and request services.



It is important the school in the drop down in the top right hand of the screenshot is correct, this means that the portal will only show children for the school assigned to you. If it is not correct, please contact the Liquidlogic Helpdesk on 01225 396476 or liquidlogicchildrens_helpdesk@bathnes.gov.uk

Click on the “Children in care” tab as shown in the above screenshot. This will show a list of all children in care registered at your establishment.

Click on the children in care icon. This will bring up a list of children in care at your establishment.

Click the child's name you wish to add attainment information for:

Bath & North East Somerset Council

Home Your account Kate Hurley St Saviours Infant Church School

Children in Care ▶ PEP Forms

Refresh

UPN	Forename	Surname	DOB	Age	SEN	Year Group
	Pwp	Test	04/03/2015	6 Years 5 Months		1
	Lennie	Liquidlogic	05/05/2014	7 Years 3 Months		2

- When Attainment has been added click **Save**
- Attainment data can be added at any time
- The Attainment data recorded here will show in the PEP Form

****The screen shot below may vary for different age children****

Year Group: 2020/21 - Primary KS1 - reception Term: Summer ◀ Prev Term ▶ Next Term ✕ Discard

Attendance

Available Sessions	Sessions Attended	Authorised Absence (Sessions)	Unauthorised Absence (Sessions)	Sessions Excluded	Number of Exclusions	Percent
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0%

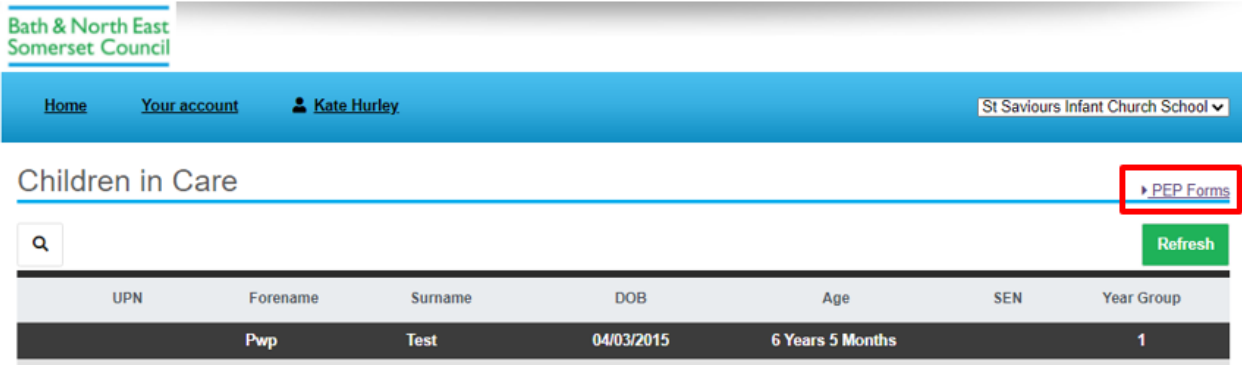
Tracking Data - Last Updated: 07-Jan-2021 15:27

Primary Key Stage 1	Current attainment	Target for end of key stage	Progress from last term	Progress from previous key stage	Interventions in place
Primary Reading	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Writing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Maths	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Speaking, Listening & Communication	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
SEND (specialist provision) Communication	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Cognition	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Once you have finished editing the attainment information – you can go back to the PEP form. Information that you have entered in the attainment section will pull into your PEP form.

How to complete the PEP

- To access the PEP Form click **PEP Forms** link - top right of Portal screen



- You will be presented with PEPs that have been delegated to you from the Virtual School team
- Click on the Child’s name to open the PEP you want to complete

Bath and North East Somerset Children's Services Professional Portal

Tasks

The following forms have been delegated to you to complete.

Currently Assigned Tasks	Recently Retracted Tasks	Recently Submitted Tasks								
<p>Task List</p> <table border="1"> <thead> <tr> <th>Form Type</th> <th>Name</th> <th>Due Date</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Personal Education Plan 0 to 2 (Nursery)</td> <td>Cla2 Test</td> <td>26-Aug-2021</td> </tr> </tbody> </table>			Form Type	Name	Due Date	Comments	1	Personal Education Plan 0 to 2 (Nursery)	Cla2 Test	26-Aug-2021
Form Type	Name	Due Date	Comments							
1	Personal Education Plan 0 to 2 (Nursery)	Cla2 Test	26-Aug-2021							

- The PEP Form contains text boxes, date fields, picklists and tables.
- At the bottom of each page is a Next button to take you to the next page

Bath and North East Somerset Children's Services Professional Portal

Task

Name: Cla2 Test **DOB:** 01-Jun-2020
Form Type: Personal Education Plan 0 to 2 (Nursery)

Required By: 26-Aug-2021
Sent By: Saralea Purnell
Department: LCS
Address: LCS

Setting Information

Current School Name

Date admitted to this setting




Sessions attending

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Full screen

Pupil Premium Plus Application



- If completing Pupil Premium Plus Application do not use the £ sign, just put the numerical amount eg 75.50 **not** £75.50
- Multiple requests can be made for different targets using the 
- The Total Pupil Premium Plus requested will automatically calculate total amount by clicking the Save button at bottom of screen

Pupil Premium Plus application (must only be related to PEP targets with the majority supporting the child's specific needs within the core subjects).

What do you want to use Pupil Premium Plus for?

How much will this cost?

How did you arrive at this figure?

Total Pupil Premium Plus requested:

[◀ Previous](#) [Next ▶](#)

Attaching Documents

It is possible for Portal users to attach documents and send them back to Virtual School within the PEP form.

- Click **next**
- Click **Upload Document** link which will open a file explorer browser window.

Search through local / network folders for the relevant file to attach. When selected, the file will display in the attachment list.

**Bath & North East
Somerset Council** [Tasks](#) [Back to Establishment Portal](#) [Logout](#)

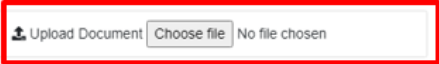
Bath and North East Somerset Children's Services Professional Portal

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Form Type: Personal Education Plan 0 to 2 (Nursery)

Required By: 26-Aug-2021
Sent By: Saralea Purnell
Department: LCS
Address: LCS

Supporting Documentation

 Upload Document Choose file No file chosen

[← Previous](#)

[Print](#) [PDF](#) [Close](#) [Save](#) [Submit Contribution](#)

When you have completed your sections click **Submit Contribution** at bottom of screen.

You will also have the ability to take a copy of your information or print.

**Bath & North East
Somerset Council** [Tasks](#) [Back to Establishment Portal](#) [Logout](#)

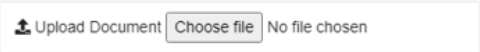
Bath and North East Somerset Children's Services Professional Portal

Task

Name: Cla2 Test **DOB:** 01-Jun-2020
Form Type: Personal Education Plan 0 to 2 (Nursery)

Required By: 26-Aug-2021
Sent By: Saralea Purnell
Department: LCS
Address: LCS

Supporting Documentation

 Upload Document Choose file No file chosen

[← Previous](#)

[Print](#) [PDF](#) [Close](#) [Save](#) [Submit Contribution](#)

Once you have submitted your information, you can access it again (but not edit) by clicking onto the recently submitted tasks as shown below. By clicking on the personal education plan link, it will open a copy of your submitted information.

Bath and North East Somerset Children's Services Professional Portal

Tasks

There are no forms assigned to you waiting to be completed.

Currently Assigned Tasks

Recently Retracted Tasks

Recently Submitted Tasks

Recently Submitted Forms (Last 30 Days)

Form Type	Name	Date Submitted
Personal Education Plan 0 to 2 (Nursery)	Cla2 Test	23-Aug-2021 10:45