

## BEEHIVE A PARENT/CARER'S GUIDE

*Our school portal system for parents and students.  
Available in browser or via smartphone app.*



### BEEHIVE MODULES

Beehive brings various useful applications together in one place, for parents/carers to easily access information and updates regarding their child's education. The system is also used by students and staff across Lionheart schools, with bespoke information communicated according to the user.

Here's a round-up of what parents/carers can access via Beehive...

#### NEWS

See school news shared with both students and parents. This can include anything from clubs to competitions to reminders about school closures.



#### ASSIGNMENTS

A full homework management system where staff can set class or group assignments and both students and parents can view details online, including due date and homework requirements.



#### TIMETABLES

Daily timetable information showing subject, room and location information.



#### EVENTS

Available only for students, but useful for parents/carers to know, the events module shows a planned schedule of after school events. Students can sign-up to extra-curricular activities and parents/carers will be informed of any changes to events automatically.



#### BEHAVIOUR

Allows staff to instantly give reward and behaviour points, with parents/carers automatically informed of detentions via email and SMS. Parents can view their child's attendance and see reward and behaviour points given. Clicking on the reward/behaviour points will offer details on why it was issued.



#### PAY & STORE

Parents/carers have the ability to top-up their child's smart card with credit for use at break and/or lunchtime. Parents/carers can see a breakdown of spend per day and keep track of the credit balance. This module is also used to pay for products and trips.



#### CONSENT

Parents/carers can set consent for use of images in the media and marketing materials, as well as how their child's data is used in school to celebrate achievements.



#### MAILOUT

Email communication to parents/carers. This system will also allow parents/carers to view letter archives. When documents (reports, exam timetables) are available to view in Beehive, you will receive an email notification via mailout.



## HOW TO ACCESS BEEHIVE

Students and parents can access Beehive via smartphone app (see links below) or via the website:

 <https://beehive.lionhearttrust.org.uk>

To do this simply go to the website and click on the activate button.

1. Enter your email address previously provided to the school.
2. An activation link will be sent to your email address.
3. The link will return you to Beehive. Where you will need to confirm some details\* for security and choose a password..
4. You can then log in to Beehive.

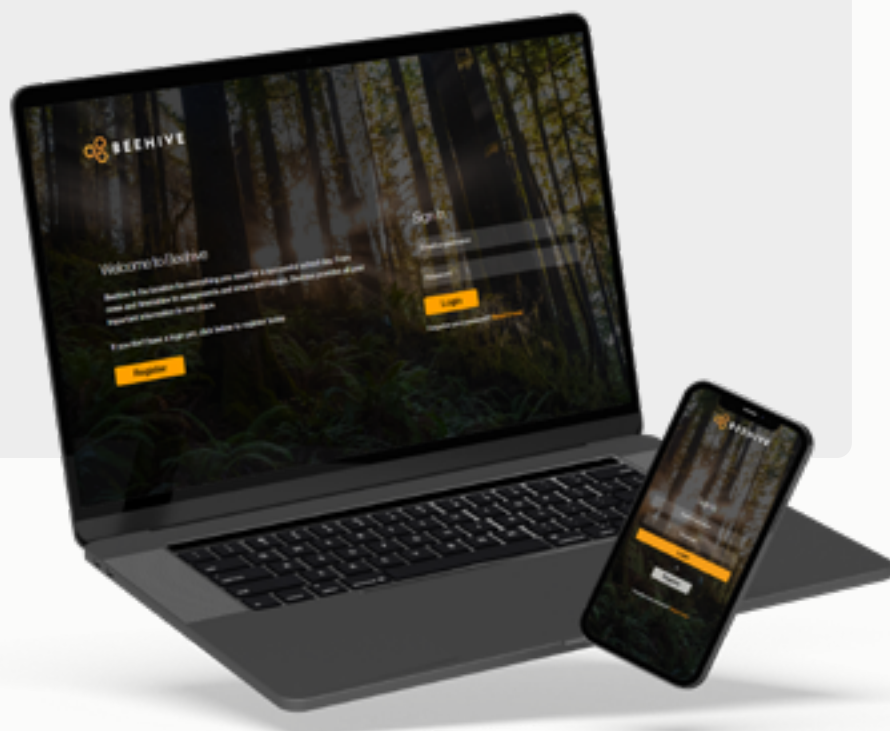
Once a parent has one Beehive account you will be able to see all of your children in the same account even if they are at different schools in the Trust.

## SUPPORT

If you have any difficulties accessing the system please email:

 [beehivesupport@lionhearttrust.org.uk](mailto:beehivesupport@lionhearttrust.org.uk)

and the team will be happy to help. Please make sure that you include your child's name and school to help us to locate the problem quickly.



*\*Please note: if the details you enter do not match those we hold on file for your child, you will not be permitted to register.*

## DOWNLOAD FOR ANDROID



## DOWNLOAD FOR IPHONE





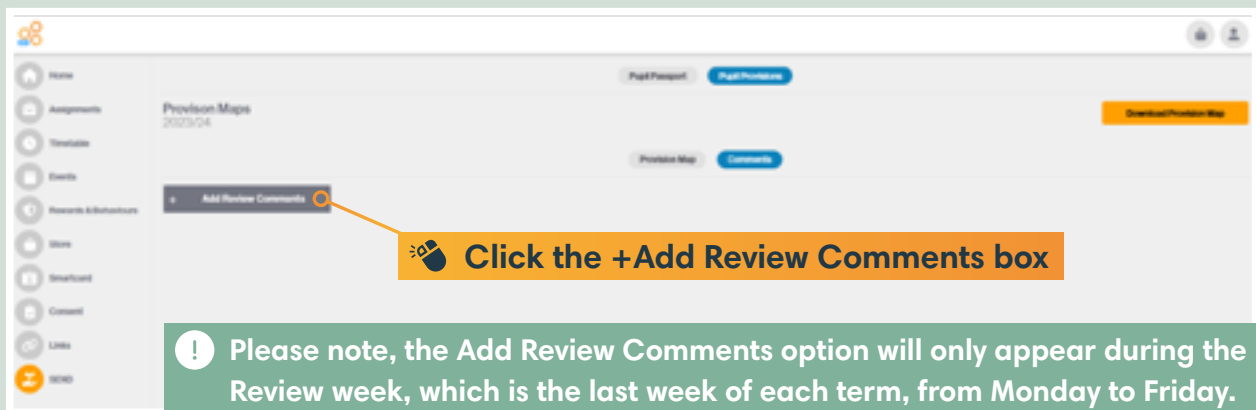
We have introduced a new module for pupils with SEND. There are two elements to the module, Pupil Passports and Provision Maps.

## PROVISION MAP REVIEW WINDOW

In the final week of each term, there is a review of each pupil's SEND targets. Staff in school will assess progress made. During this week, we invite parents to record their comments in Beehive about progress towards SEND targets.

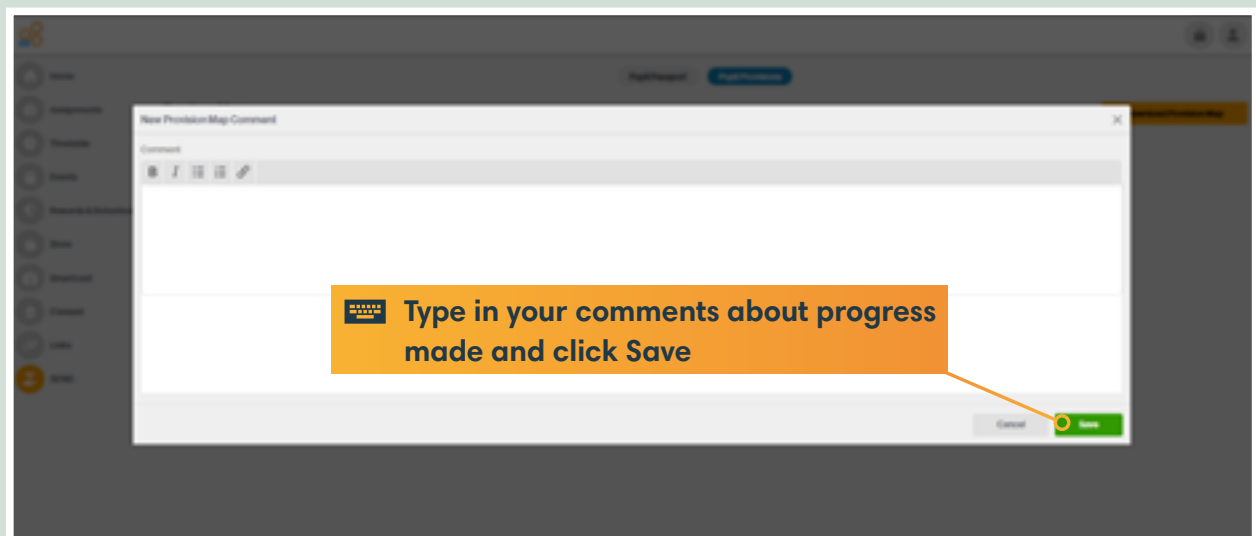
See below for instructions on how to enter parental comments, for both the PC based version and the App based version.

### PROVISION MAP COMPUTER VERSION



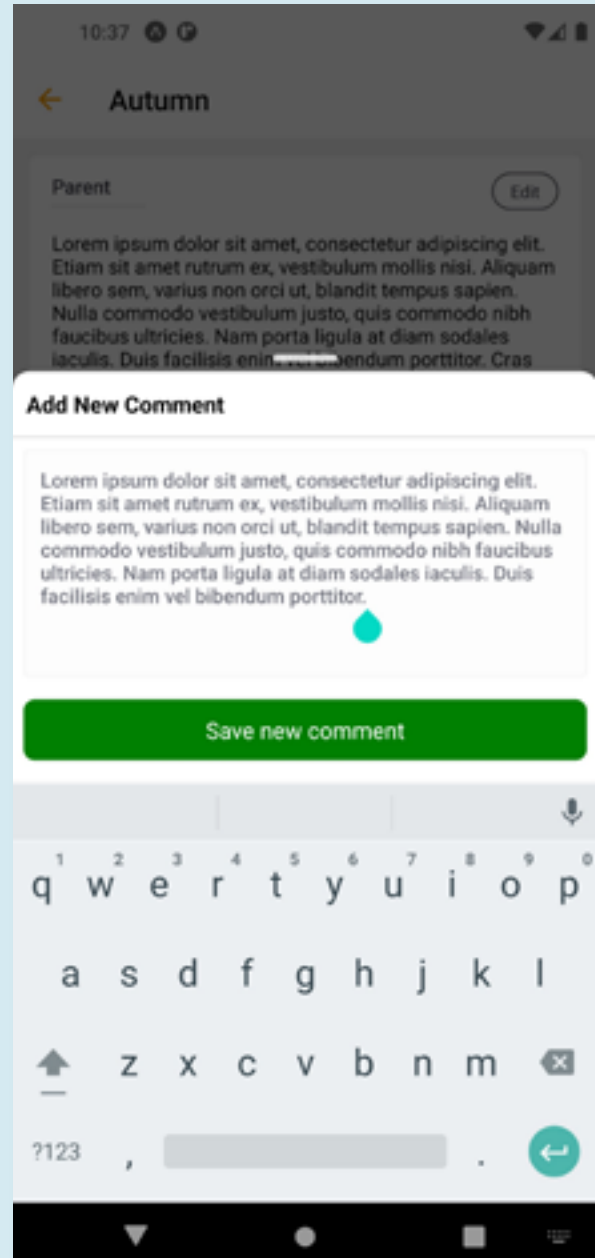
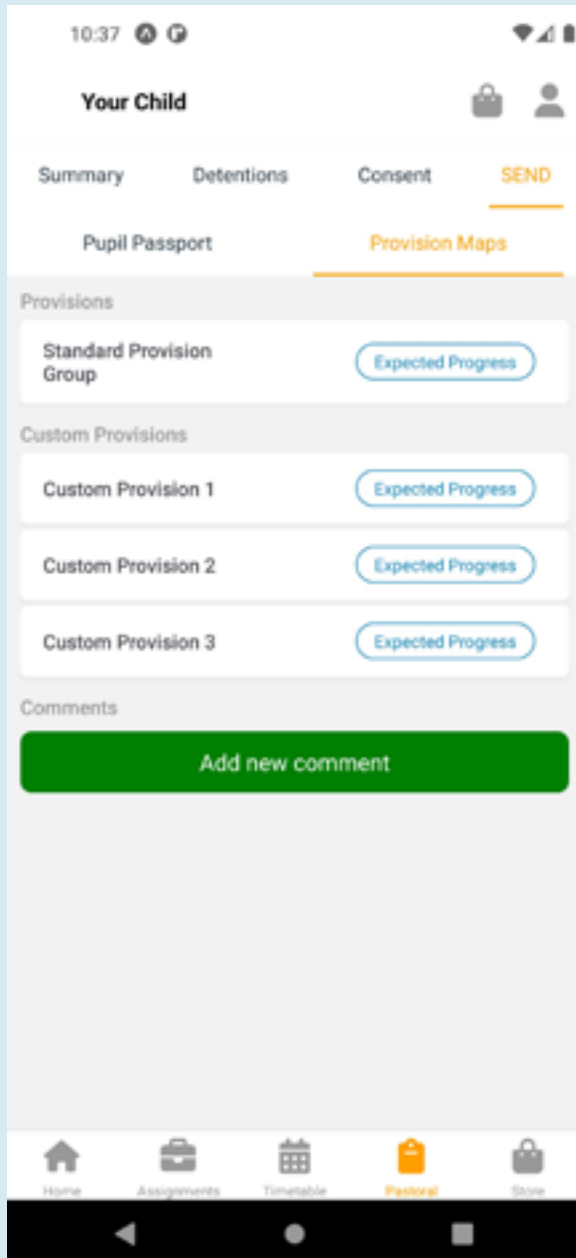
**Click the +Add Review Comments box**

**! Please note, the Add Review Comments option will only appear during the Review week, which is the last week of each term, from Monday to Friday.**



**Type in your comments about progress made and click Save**

PROVISION MAP APP VERSION



*If you have any questions, please contact your child's class teacher, form tutor or the school SENDCo who will be able to support.*