

12th August 2024

Dear Parent/Guardian

We would like to thank the parents/carers who have signed up and are using Parents Portal, this is fantastic to see.

We are reaching out to ask those who have not signed up, to **please create a mygov.scot account and link your child to parentsportal.scot.**

When registering you should use the information the school has on record to create your mygovscot “myaccount” and link to your child/children. Please don’t worry if you need to make changes to your data please register with the details and then you can update them once registered online.

Parents Portal gives online access to a range of school-related services including:

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- accessing online school payments (iPayImpact)
- viewing your child’s attendance
- completing the annual data check process
- viewing your child’s class timetable (for pupils in secondary school)
- accessing permission slips and consent forms
- updating your own and your child’s details at any time
- viewing the school calendar
- accessing Parent Zone and MyWestLothian

For further information, guidance and access to **parentsportal.scot**, please visit the link below:-

parentsportal.scot

There is a guide to help you link your child this can be accessed from the link stated above.

Yours sincerely,

parentsportal.scot

West Lothian Council Education