

CITY OF DERBY ACADEMY

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Headteacher: Mr P Smith



April 2022

Dear student/parent/carer

Spring Term reports are being released on Go4Schools from today, April 1st. This letter explains how students and parents/carers can log in to Go4Schools and access reports online.

What is Go4Schools?

Go4Schools allows students and parents/guardians to access 'live' information about attendance, behaviour, timetables and progress. You can visit www.go4schools.com or use the Go4Schools mobile app which is free to download from the Apple and Android App stores.

Logging into Go4Schools

Students' usernames are the same as their school email address which will look something like this:
username@cityofderbyacademy.org

1) To log in, please go to www.go4schools.com and click on the Students icon at the top of the main page:



2) You will then be taken to the log-in screen where you can log in if you know your username and password, select **First-time User?** or **Forgotten your Password?**

Welcome!

This is the GO 4 Schools login page for Students

In order to login, you will need to use the email address that your school holds for you.

If you don't have a password yet, or have forgotten your password, you can request a password reset email using the **First-time User?** and **Forgotten your Password?** links.

If you are having problems logging on, please contact your school.

| | |
|--|--------------------------|
| Email address: | <input type="text"/> |
| Password: | <input type="password"/> |
| <input type="checkbox"/> Remember my email address | |
| <input type="button" value="Sign in"/> | |

[First-time User?](#)
[Forgotten your Password?](#)

3) If you select either **Forgotten your Password?** or **First-time User?** all you need to do is enter your school email address and an email will be sent which allows you to reset your password or create a new one for the first time.

| |
|--|
| First-time User? |
| If you haven't logged on to GO 4 Students before, type your email address and click the "new password" button. |
| Email address: <input type="text"/> |
| Please note, if you are having problems with your password please contact your school. For Data Protection reasons we are unable to divulge or set passwords for students ourselves. |
| <input type="button" value="New password"/> <input type="button" value="Cancel"/> |

PARENTAL ACCESS

Parents/carers can also access Go4Schools using the website or the app as long as the school has an up to date email address for you.

If you have not yet provided us with an email address, or your email address has changed, please follow the steps below:

- 1) Send an email to the following address: **admin@cityofderbyacademy.org**
- 2) In your email, simply state that you would like Go4Schools access and provide us with the following information:
 - Child's name
 - Child's date of birth
 - Year group
 - Form group (if known)
 - Your name
 - Your relationship to the child

We will then be able to add/update your email address and link it to the student information on our school database.

Once we have your email address in our school database you will be able to access the parents section of the Go4Schools website and/or use the GO4Schools mobile app.

If you have any further questions about Go4Schools, please email me at **aharding@cityofderbyacademy.org**

A handwritten signature in black ink, appearing to read 'A. Harding', written in a cursive style.

Mr. A. Harding (Deputy Headteacher)