

# CITY OF DERBY ACADEMY

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Headteacher: Mr A Harding BA (Hons) PGCE



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Dear student/parent/carer

Spring Term reports are being released on Go4Schools from the 31<sup>st</sup> March. The report will show you how well your child is achieving in their subjects, and how they are meeting the school's expectations for being ready to achieve, responsible and respectful and how well they keep their book. This report will also show the Mock exam results for Y11.

This letter explains how students and parents/carers can log in to Go4Schools and access reports online.

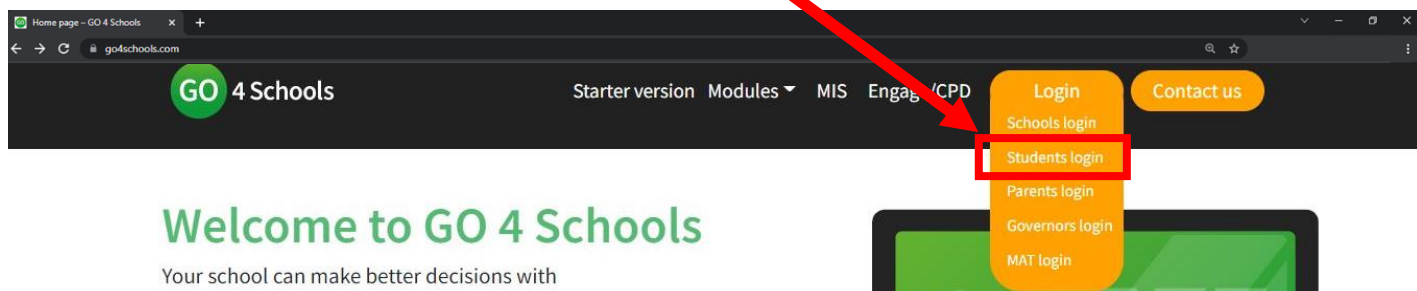
## What is Go4Schools?

Go4Schools allows students and parents/guardians to access 'live' information about attendance, behaviour, timetables and progress. You can visit [www.go4schools.com](http://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

Students' usernames are the same as their school email address which will look something like this:  
**9username@cityofderbyacademy.org**

1) To log in, please go to [www.go4schools.com](http://www.go4schools.com) and click on login, then Students 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:

Password:

Remember my email address

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

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A company limited by guarantee registered in England & Wales (company no: 07698914)

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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:

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.

### Logging into Go4Schools – Parents/Carers

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:

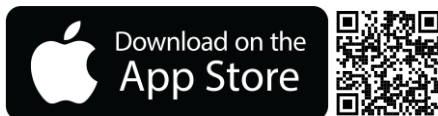
1) Send an email to the following address: **admin@cityofderbyacademy.org**

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 **jgreen@cityofderbyacademy.org**

A handwritten signature in blue ink, appearing to be 'J Green', written over a light blue horizontal line.

Mr. J Green (Assistant Headteacher)