



Bute House Website – Parent Area and Parent App

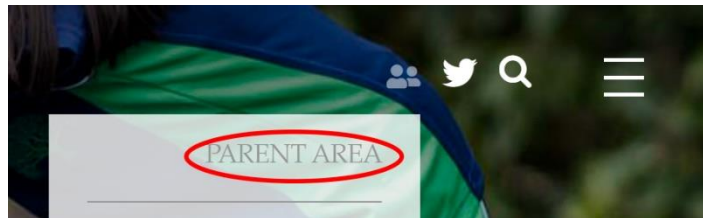
Parent Area: www.butehouse.co.uk/parents

Alongside our public website www.butehouse.co.uk we have a 'Parent Area' which is only available to current parents and staff and is accessed via a password. We use this area of our website to communicate news and classwork. You can also find out information about term dates, the school calendar, school policies, class timetables & events, uniform and Committee information.

You will be sent the password, via an email, and you will then be able to log on to the site and start to familiarise yourself with all of the content. Please note that the password will be changed every term and this will be emailed out. This can only be shared between the parents/guardians within each family.

How to Access Parent Area

Visit www.butehouse.co.uk and you will see a parent icon button in the top right corner. Select 'Parent Area' and then enter the password. You will now be able to access all the available content from the menu on the screen.



Parent App (Bute House Prep School App)

We have recently transitioned to a new system for communicating with parents, which has enabled us to have a branded Bute House Prep School app. The App can be downloaded from the App Store (iOS devices) and from Google Play (Android). This will be the method for communicating with the school back and forth with regards to most matters connected to your child like reporting absence, updating contact details and for the school to message you directly. You should download the app in advance of your daughter beginning at Bute House and you will receive an enrolment code a few days before the start of term.

How to access SOCS

Along with our updated Bute House Prep App for communication, we have also partnered with SOCS for our extracurricular, sports and music provision. Links for SOCS will appear under the parents' links in due course for use in September.

Most of the activities that you will need to sign up for within school will be booked using SOCS. When you need to book any of the activities listed below you will always be sent an email, telling you when bookings open and any booking deadlines. These links will also explain the activity and how to book it.

- After school, clubs & activities (sign up for Autumn Term clubs will not happen until the beginning of the Autumn Term, for other terms this happens at the end of the previous term)
- After school collection arrangements
- Sports Fixtures – information and permission forms
- Music – individual lessons & ensemble sign-up & music events

Parents' Meetings

Parents' Meetings are organised throughout the year and offer parents the opportunity to meet with **Form Teachers**, **Academic Teachers** or **Specialist Subject Teachers**.

Parents must use our online booking system, SchoolCloud, to reserve a timeslot for their daughter(s). An email will be sent out to all the relevant parents the moment the booking system has been set up for a given set of parents' evenings. We will advise you if they will be remote or in person meetings.

You can access SchoolCloud at <https://butehouse.schoolcloud.co.uk/>. Once logged in with your daughter's details, you will be able to see the parents' meetings available for you to book. Once booked, you will receive an email confirmation. Please check your spam email box, just in case it is delivered there.

Here is a guide to accessing the appointments and how to attend a video appointment: [SchoolCloud - Parents' Guide](#)

Parents experiencing any problems with any of our systems are advised to seek support via an e-mail to mail@butehouse.co.uk.