



# Sandringham School

'Everybody can be Somebody'



The Ridgeway, St. Albans, Hertfordshire. AL4 9NX

Telephone: 01727 799560

Email: [admin@sandringham.herts.sch.uk](mailto:admin@sandringham.herts.sch.uk)

Website: [www.sandringham.herts.sch.uk](http://www.sandringham.herts.sch.uk)

Headteacher: **Alan Gray, M.Sc., F.R.S.A.**

Deputy Headteacher: **Caroline Creaby, BA, M.Ed., Ed.D.**

Deputy Headteacher: **Mark Nicholls, BA (Hons)**

Letter No: 180/2022

22<sup>nd</sup> April 2022

Dear Parent / Carer,

In September we made you aware that we were introducing a new rewards system including a new structure and a digital online platform called ePraise. From the outset we were committed to ensuring that in the first instance we focussed on students and teachers becoming familiar with the new platform. We also stated our commitment to parental engagement and being able to jointly celebrate all of your child's achievements with you. I write to you today as we are pleased to announce that we are now ready to launch parental access to ePraise.

More information about the rewards structure that we launched back in September can be found on a dedicated section of the school website -

<https://sandringham.herts.sch.uk/rewards-consequences/>

Access to ePraise is available via their free to download mobile app (from your application store) or on a web browser. Through the ePraise platform you will be able to:

- View the rewards your child has received (including house points, accolades and achievements)
- View your child's timetable
- Access a school information page with quick links to other digital platforms (e.g. ParentPay, MyChildAtSchool, etc.)

For the time being we have decoupled rewards and sanctions from a single platform. Whilst this does mean an additional platform for parents / carers to access, we are confident that the positive impact which ePraise is having outweighs the drawbacks of utilising another system. As such, information about consequences your child has received alongside their termly academic reports and examination timetable, can still be found on MyChildAtSchool.

Within the next few days you will receive an email invitation to sign up to ePraise. Please follow the instructions provided to register. The registration link is valid for 24 hours. You will only be able to register with ePraise using the email address the school holds for you (the one you would have received this letter to). If by Tuesday 26<sup>th</sup> April you have not received an invitation email, please check your junk/spam folder. Failing this, email [data@sandringham.herts.sch.uk](mailto:data@sandringham.herts.sch.uk) where our Data Team will be able to offer assistance.

If you have multiple children attending the school you will only receive one invitation as you will be able to view information about all of your children through a single account.



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Overleaf you will also find guidance for parents / carers written by ePraise which demonstrates what features are available on the mobile application and in the web browser version as well as how to navigate the platform.

We are very excited to be able to launch our new digital rewards platform with you and look forward to continuing to celebrate all of your child's achievements throughout their time at Sandringham School.

Yours sincerely,

Mark Allday  
Assistant Headteacher

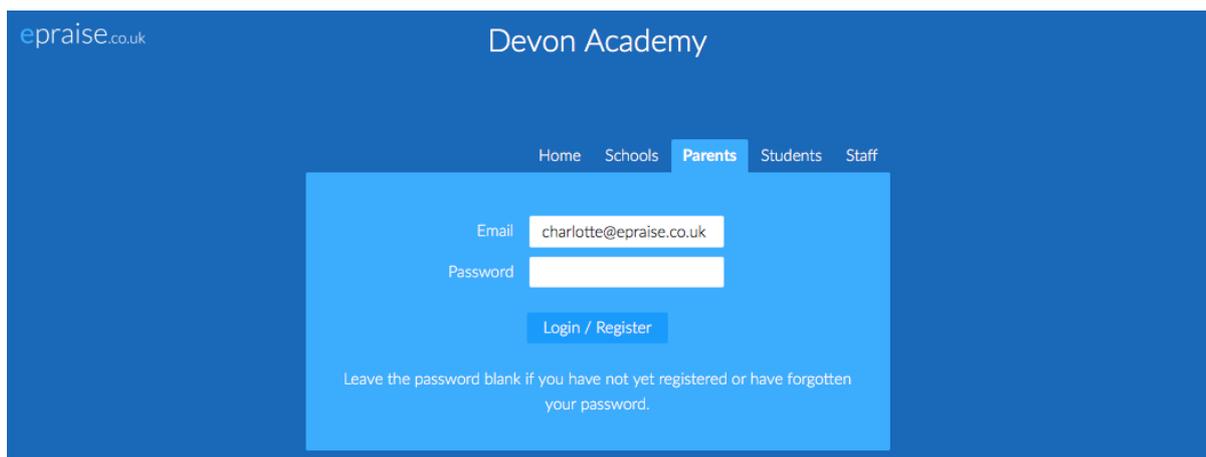
# E Praise Introductory Guide for Parents and Carers

## Registering on our website

You may receive an invitation from your child's school which will contain instructions for you to follow. If you don't receive an invite, then you can register yourself by following these instructions:

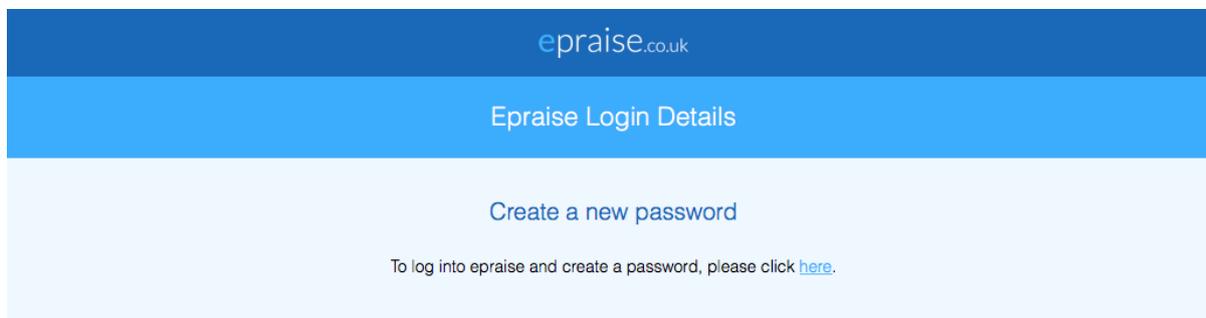
1. Go to [epraise.co.uk](http://epraise.co.uk)
2. Click login
3. Select the correct school
4. Select the Parent tab
5. Enter the email address you gave to the school (leave the password blank)
6. Click the Login/Register button
7. Follow the instructions in the email that is sent to you

Please note that you can only access ePraise if the school have added you as a parent. If your details are not recognised you will need to contact the school directly.



The screenshot shows the ePraise website interface for Devon Academy. At the top left is the logo 'epraise.co.uk'. The page title is 'Devon Academy'. A navigation menu includes 'Home', 'Schools', 'Parents' (which is highlighted), 'Students', and 'Staff'. Below the navigation is a login form with an 'Email' field containing 'charlotte@epraise.co.uk' and an empty 'Password' field. A blue button labeled 'Login / Register' is positioned below the fields. A note below the button reads: 'Leave the password blank if you have not yet registered or have forgotten your password.'

Once you have clicked the Login/Register button, you should receive an email that contains a link to create your ePraise password.



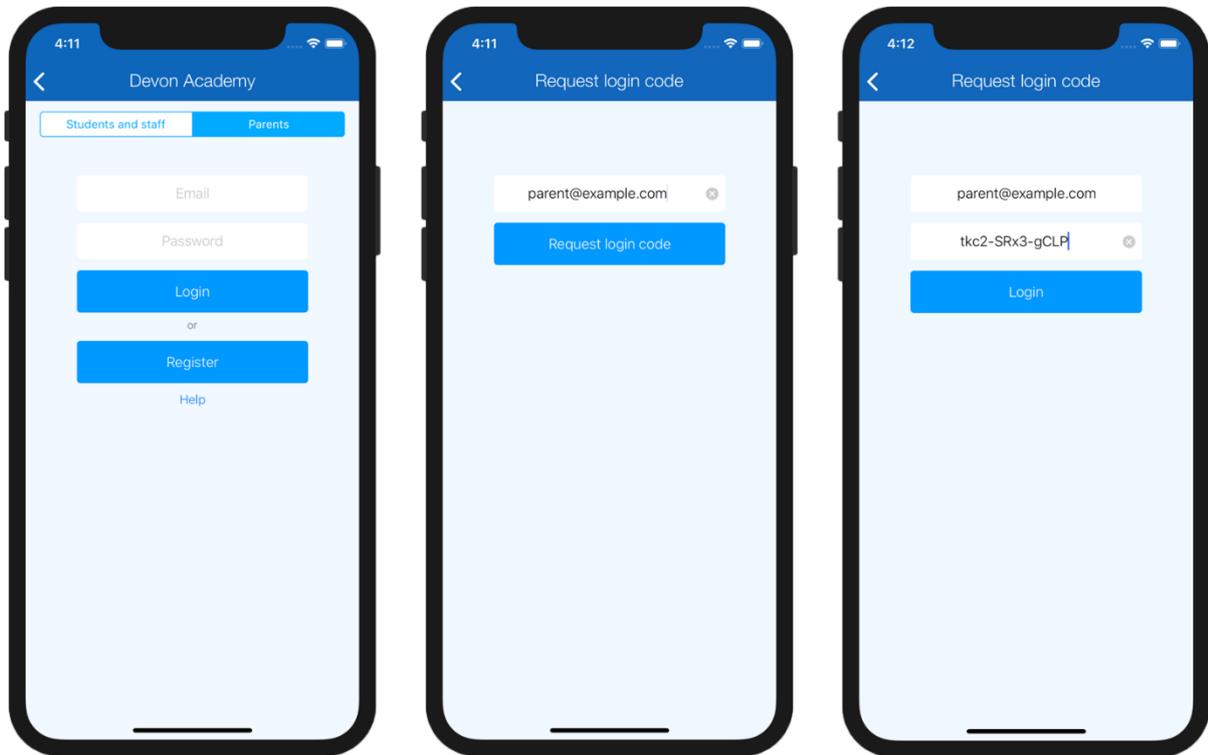
The screenshot shows an email from epraise.co.uk with the subject 'Epraise Login Details'. The main content of the email is a blue button that says 'Create a new password'. Below the button, there is a line of text: 'To log into epraise and create a password, please click [here](#).'

The link remains active for 24 hours so you will need to use it within that time or repeat the steps above to obtain a new email. Sometimes emails can take a few minutes to arrive or are automatically redirected to junk folders so please check this before contacting the school if you are unable to access the site.

## Registering on our app

To register on our iOS or Android app you can:

1. Download our app (just search for ePraise in your app store) and open it
2. Select your school
3. Tap the 'Register' button
4. Enter the email address that has already been given to the school
5. Tap the 'Request login code' button
6. Enter the login code sent via email
7. Tap 'Login'



Our app will log any user out that does not have a passcode or other authentication automatically whenever they leave the app, or after 30 days of inactivity if they do have authentication, to help provide a minimum level of security. You can use the 'Register' button to log in again in the future if you are logged out.

## Dashboard

*Available on our website only*

The first screen you'll see on our website is the dashboard. This is an overview of what has been happening at the school. The dashboard is not available on our app.



## Changing Password

*Available on our website only*

On our website, you can change your password under Me > Settings. For increased security, passwords should at least be 8 characters in length and include a mixture of lower case letters, upper case letters and numbers. Passwords should never be shared with anyone else.

## School information

*Available on our mobile application and website*

On the school information page, schools can post links to useful documents such as term dates and staff lists. You can find the school information under Home > School information on our website, and under the More menu on our app.

The screenshot shows the school information page with five categories, each with a description and a 'Visit page' button:

- School map:** Use the school map to help you find your way around the site.
- Term dates:** The 2018-19 school year term dates including all holidays and staff training days.
- Who's who:** A list of staff members with photographs and contact details.
- Year 11 options:** A complete list of year 11 options. Please discuss these with your parents and give your choices to your tutor.
- School photographs:** Order all your school photos here and have them delivered home or to be collected from the school office.

## Your Child's profile

*Available on our mobile application and website*

On our website, you can view your child/children's profiles under the My children tab. On our app, they are listed as tabs on the main screen. Here you can see how they are doing in school, in areas such as achievement, behaviour, interventions attendance and so on.

