

A WELCOME GUIDE FOR PARENTS & GUARDIANS

Your school information, in one familiar place

Stay connected to your child's school life.

Defero is where your school keeps its records, and it gives parents and guardians a place of their own to return to for their children's information and school messages. This short guide helps you find your way, check your household details and see what your school makes available.

Start with your children

Your Home page lists the children linked to your account. Open a child to see the sections your school has made available.

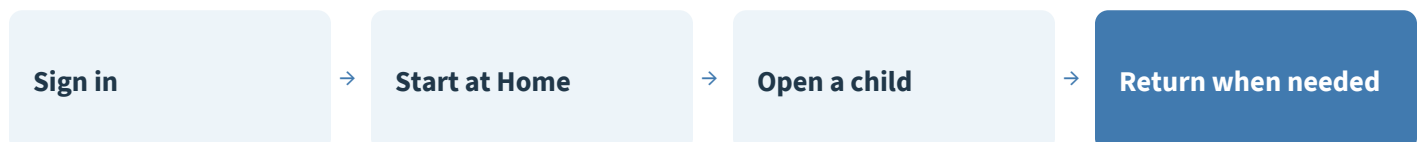
Keep your details current

Look over your household address and your own contact details. Let the school office know when a relationship or access needs to change.

Find things again

Return to messages, shared documents, reports and class gradebooks where available, without hunting through old email.

How it connects



FICTIONAL EXAMPLE

Finding a school document again

A fictional family needs the field trip sheet from an email a few weeks ago. Rather than digging through downloads, they open the file link in the email, or return to the message in Defero where it is available to their account. Because files arrive as links, they also do not fill up the family's inbox.

Start at Home: check your children and your household contact details.

HOW IT WORKS, STEP BY STEP

Your first few minutes in Defero

Use the sign-in instructions your school gave you. If you cannot sign in, or a child is missing, the school office can help.

- 1 Start at Home**

Look for the Children and Household sections and check that the children shown are the ones you expect. The school keeps the links between children and guardians; let the office know if one is missing or wrong.

- 2 Look over your household**

In Household, choose Edit. Check the address and the parent contact details, including email and phone numbers, then save. Ask the school to help with adding or removing a guardian or changing a family relationship.

- 3 Open a child**

Open a child from Home. Depending on your school's setup, you may see Classes, Attendance and Reports. Not every school or class uses every part of Defero, so a section that is not there does not mean something is wrong.

- 4 Find school messages**

Use Messaging to return to the messages available to your account and open their files. Your school may also send group email or short school-wide Campus alerts by text message. Keep your details current, and ask the school if you are unsure whether you will receive email or texts.

Why files arrive as links

Documents sent through Defero's email are linked from the message rather than attached in the ordinary way. This keeps school documents from filling up your email storage. Open the link when you need the document, or come back to it through the message in Defero where you have access.

PUTTING IT INTO PRACTICE

Know where to look

Your school can tell you which parts of Defero it uses and when new information is ready.

Reports

Open your child's Reports section and choose a report to view the PDF; Open in new tab may be handy. Your school will let you know when a report is ready, and your child's teacher or the office will gladly answer questions about it.

Class grades

In your child's Classes section, use View gradebook where a class offers one. Gradebooks show scored classwork and averages. Scores appear as soon as the teacher saves them, so they may change while work is still being entered or corrected. A blank score is not a zero.

Attendance and questions

Where available, Attendance shows your child's recorded school attendance; Show all attendance lists the dated entries. Please contact the school if an entry needs explaining or correcting, or if you would like help understanding a report or a class grade.

Keep this short checklist handy

- ☐ Use your school's sign-in instructions.
- ☐ Update household, email and phone details when they change.
- ☐ Return to Messaging for school messages and their files.
- ☐ Ask the school office about anything missing or in need of correcting.

Stay close to your child's school life. Keep your details current. Keep in touch.

This guide describes what Defero can offer. Your school's setup and your account's access determine what you see.