

# User Guide - Parent Portal

For Parents



## Introduction to the Parent Portal

The parent portal is a new electronic way that your health provider can communicate with parents. It is safe and most importantly the information you provide is secure.

### Scenario 1:

You are sent a link by your health provider with information about the upcoming NCMP campaign. You register your child and read the information provided (previously this would've been on paper). You will be given the opportunity to opt your child out of the campaign if you wish.

**MOST IMPORTANTLY: By submitting the form you will now be able to receive your child's result letter electronically.**

### Scenario 2:

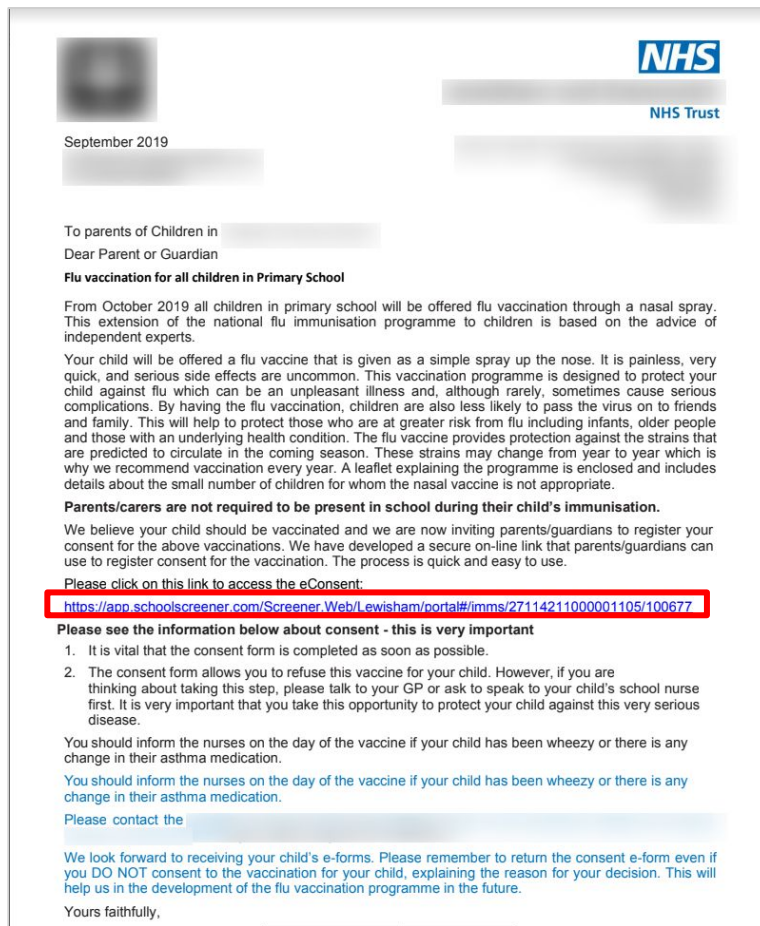
You are sent a link by your school to give consent for the upcoming Flu Immunisation. You have already registered on the parent portal so you follow the link and then login. You then fill in the consent form and once submitted you know that the nurses have instantly received the form (no worry that it will get lost). Once the Immunisation is given this will be indicated in your parent portal account.

## The invitation link

- You will receive an email from your school or health provider.
- Click on the link provided
  - This will take you to a landing page where you can register if new or login if you have previously registered.

The link could be to:

- Give consent for an Immunisation
- Fill in a Health Questionnaire
- Read some information about a health screening programme (Hearing/ Vision)
- Read about the NCMP with the opportunity to opt out if required.



The screenshot shows an email from NHS Trust, dated September 2019. The recipient is the parent or guardian of children in primary school. The subject is 'Flu vaccination for all children in Primary School'. The email explains that from October 2019, all children in primary school will be offered flu vaccination through a nasal spray. It details the benefits of the vaccine, such as being painless and having few side effects, and notes that the vaccine is designed to protect against flu strains that are predicted to circulate in the coming season. It also states that parents/carers are not required to be present in school during their child's immunisation. A link is provided for parents to access the eConsent form: [https://app.schoolscreeener.com/Screeener.Web/I\\_ewisham/nortal#/imms/27114211000001105/100677](https://app.schoolscreeener.com/Screeener.Web/I_ewisham/nortal#/imms/27114211000001105/100677). The email concludes with a request for parents to see the information below about consent, which is very important, and provides a list of instructions for completing the consent form. The email is signed 'Yours faithfully,'.

**NHS**  
NHS Trust

September 2019

To parents of Children in [redacted]  
Dear Parent or Guardian

**Flu vaccination for all children in Primary School**

From October 2019 all children in primary school will be offered flu vaccination through a nasal spray. This extension of the national flu immunisation programme to children is based on the advice of independent experts.

Your child will be offered a flu vaccine that is given as a simple spray up the nose. It is painless, very quick, and serious side effects are uncommon. This vaccination programme is designed to protect your child against flu which can be an unpleasant illness and, although rarely, sometimes cause serious complications. By having the flu vaccination, children are also less likely to pass the virus on to friends and family. This will help to protect those who are at greater risk from flu including infants, older people and those with an underlying health condition. The flu vaccine provides protection against the strains that are predicted to circulate in the coming season. These strains may change from year to year which is why we recommend vaccination every year. A leaflet explaining the programme is enclosed and includes details about the small number of children for whom the nasal vaccine is not appropriate.

**Parents/carers are not required to be present in school during their child's immunisation.**

We believe your child should be vaccinated and we are now inviting parents/guardians to register your consent for the above vaccinations. We have developed a secure on-line link that parents/guardians can use to register consent for the vaccination. The process is quick and easy to use.

Please click on this link to access the eConsent:  
[https://app.schoolscreeener.com/Screeener.Web/I\\_ewisham/nortal#/imms/27114211000001105/100677](https://app.schoolscreeener.com/Screeener.Web/I_ewisham/nortal#/imms/27114211000001105/100677)

**Please see the information below about consent - this is very important**

1. It is vital that the consent form is completed as soon as possible.
2. The consent form allows you to refuse this vaccine for your child. However, if you are thinking about taking this step, please talk to your GP or ask to speak to your child's school nurse first. It is very important that you take this opportunity to protect your child against this very serious disease.

You should inform the nurses on the day of the vaccine if your child has been wheezy or there is any change in their asthma medication.

You should inform the nurses on the day of the vaccine if your child has been wheezy or there is any change in their asthma medication.

Please contact the [redacted]

We look forward to receiving your child's e-forms. Please remember to return the consent e-form even if you DO NOT consent to the vaccination for your child, explaining the reason for your decision. This will help us in the development of the flu vaccination programme in the future.

Yours faithfully,

## Website Landing Page

You can register if you are new to Parent Portal.

OR

Login if you already have an account.

Any problems please contact the support desk by emailing:

[parentsupport@schoolscreeener.com](mailto:parentsupport@schoolscreeener.com) or

click on the:

'If you have questions **Click here!** Located at the bottom of the landing page.

**SchoolScreeener**

We have updated our Privacy Policy in line with GDPR.  
You can check this out using the links at the bottom of this page. We also use cookies on the site. Details are available in the Privacy policy. [Close](#)

### ZZ NHS Demo School

#### NCMP (National Child Measurement Programme)

Age given: Reception & Year 6

Please register below or sign in if you have already created an account to read further information on this year's National Child Measurement Programme. Please read and submit this form so that you can receive electronic results letters. You will be given the opportunity to opt out of the NCMP. Please submit the form within 2 weeks of receiving this link. Contact information: (School Nursing details)

[Register now](#)

*If you have questions [Click here!](#)*

#### Login

Email address  
Email is required

Password  
Password is required *Forgot your password?*

[LOGIN](#)

*Don't have an account? [Register now!](#)*

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## Registration - only required once

1. You will need to provide some basic contact information about yourself as the parent/carer.

The image shows two screenshots of the SchoolScreeener parent registration form. The left screenshot shows the form with empty input fields and a red box around the 'Accept Terms & Conditions' checkbox. The right screenshot shows the form with the fields filled out and the 'Register' button highlighted with a red box. A red arrow points from the left screenshot to the right one.

**Initial State (Left Screenshot):**

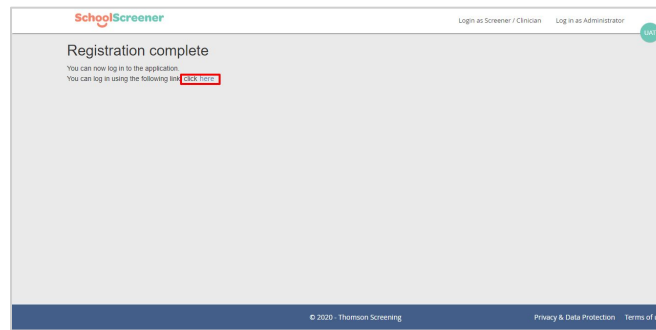
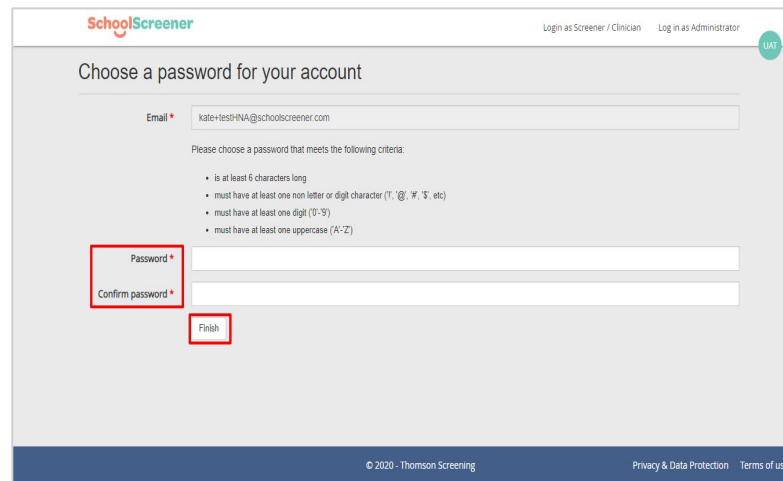
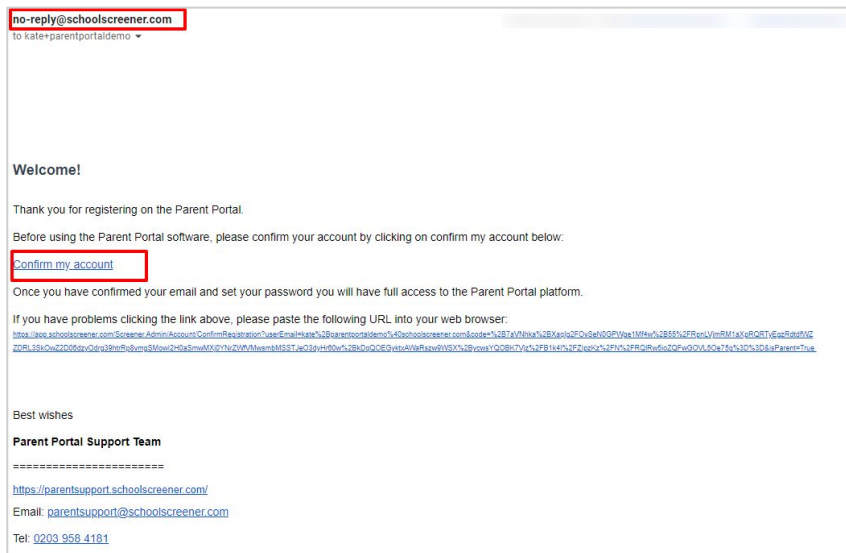
- Form title: Parent registration form
- Fields: First name \*, Last name \*, Email \*, Confirm email \*, Phone number 1 \*, Phone number 3 \*
- Checkbox:  Accept Terms & Conditions
- Button: Register

**Filled State (Right Screenshot):**

- Form title: Parent registration form
- Fields: First name \* (Parent), Last name \* (TestHNA), Email \* (kate+testHNA@schoolscree), Confirm email \* (kate+testHNA@schoolscree), Phone number 1 \* (123456), Phone number 2 \*
- Checkbox:  Accept Terms & Conditions
- Button: Register

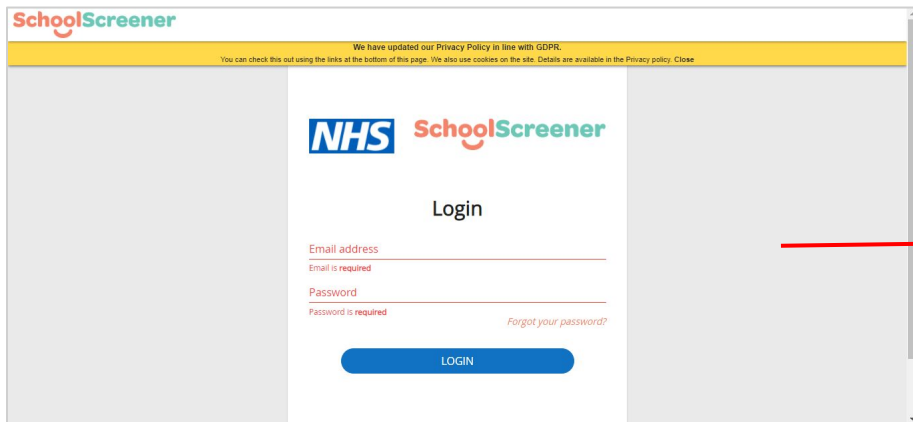
## Registration confirmation

- You will receive an email from '[no-reply@schoolscreeener.com](mailto:no-reply@schoolscreeener.com)'
- Confirm your account and set a password
- Once complete you can login

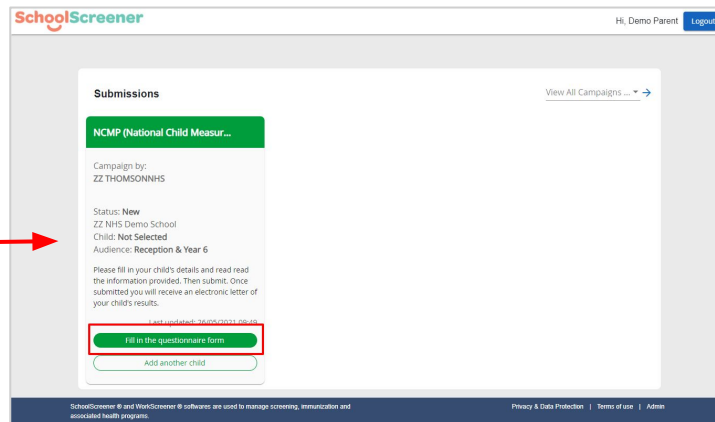


## Password and login

- Enter your email address and password
- You will then see your form which needs to be filled in. Click on the **'Fill in the questionnaire button'**



The screenshot shows the NHS School Screener login page. At the top, there is a yellow banner with a privacy policy update notice. Below this, the NHS and School Screener logos are displayed. The page is titled "Login" and features two input fields: "Email address" and "Password". Both fields have red error messages below them: "Email is required" and "Password is required". A blue "LOGIN" button is positioned below the password field. A link for "Forgot your password?" is located to the right of the password field.



The screenshot shows the NHS School Screener Submissions page. The page title is "Submissions" and it includes a "View All Campaigns..." link. A green header bar identifies the campaign as "NCMP (National Child Measur...". Below this, the campaign details are listed: "Campaign by: ZZ THOMSONNHS", "Status: New", "ZZ NHS Demo School", "Child: Not Selected", and "Audience: Reception & Year 6". A note instructs users to fill in their child's details and read the information provided. A red box highlights the "Fill in the questionnaire form" button, which is the next step in the process. An "Add another child" button is also visible below it.

## Childs details

- You will be asked to fill in some information about your child.
- Some of the information is mandatory.
- Save & Continue.

**SchoolScreener** Hi, Dem

NCMP (National Child Measur...

Campaign by:  
ZZ THOMSONNHS

Status: New  
ZZ NHS Demo School  
Child: Not Selected  
Audience: Reception & Year 6

Please fill in your child's details and read read the information provided. Then submit. Once submitted you will receive an electronic letter your child's results.

Last updated: 26/05/2021 09:4

Fill in the questionnaire form

Add another child

**Create a Submission**

Submission for a new child in  
ZZ NHS Demo School

Cancel Next

**SchoolScreener** Hi, Demo Parent Logout

**NCMP (National Child Measurement Programme)**  
ZZ NHS Demo School

Please register below or sign in if you have already created an account to read further information on this year's National Child Measurement Programme. Please read and submit this form so that you can receive electronic results letters. You will be given the opportunity to opt out of the NCMP. Please submit the form within 2 weeks of receiving this link. Contact information: (School Nursing details)

**Child details**

First Name \* Last Name \* Date of birth \* Gender \*

NHS Number Ethnicity Class

**Child Address**

Please enter postcode

Please enter postcode here and select address or enter your address manually

Address line 1 \* Address line 2

Postcode \* Town \* County

**GP Details**

First Name Last Name Phone number Email

Please enter postcode

Please enter postcode here and select address or enter your address manually

Address line 1 Address line 2

Postcode Town County

Cancel Save & Continue

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# Questionnaire/ Consent Form

- Read or fill in any information required in the questionnaire or consent form.
- **Submit** the form
- You can save and continue later if you run out of time. Use the link to sign back into your account to continue.

**NCMP (National Child Measurement Programme)**  
ZZ NHS Demo School

### Height and weight checks for children in reception and year 6

**Why we collect this information**  
Each year in England, school children in Reception and Year 6 have their height and weight checked at school as part of the National Child Measurement Programme. Height and weight measurements are used to calculate weight status. We collect this information because it is in the public interest to understand how many children are overweight, healthy weight or underweight.

**How we collect this information**  
The checks are carried out by trained school nurses or trained health care providers. Children are measured fully clothed, except for their coats and shoes, in a private space away from other pupils.

**COVID-19 and the NCMF**  
The school nursing team who will carry out the measurements of your child are following government advice that aligns with national and local COVID-19 guidance for schools and infection control. Considerations and adjustments have been made to carry out the measurements within the allocated school environment with respect to class groups and minimising the number of school days required.

The staff members who visit your school have clear guidance on hand hygiene, wearing the NCMF measurement equipment and the allocated measurement rooms and areas where children wait. The school nursing team will use Personal Protective Equipment (PPE) as appropriate. Pupils will not be required to wear PPE at any point during the measurements process.

**The information we collect and what it is used for is listed below:**

- Your child's age, gender, and date of birth is used to calculate your child's weight category.
- Your child's height, date of birth and date of measurement are used to calculate weight status from Reception and Year 6. Other data sets may also be used such as your child's dental records or any visits to hospital they may have had. Linking your child's information in this way helps us to understand how and why the weight status of children is changing, and how we, which is important for health.
- Your child's ethnicity and address are used to help understand some of the reasons for the differences and changes in child weight across England.
- Your address is required to send you your child's feedback letter. This will include your child's measurement together with information about healthy eating, being active and related activities in your area.
- Your telephone number may be used to contact you to discuss your child's feedback. If your child's weight appears to be above or below the normal weight range for their age.

All of the data collected is also used for improving health care and services through research and planning. This information is treated confidentially and held securely. No individual measurements are given to school staff or children.

**How the data is used**  
We will use your child's information as part of their child health record on the NHS's child health information database.

Once completed, we will only contact you if your child's weight appears to be above or below the normal weight range for their age. This will be by letter, within 6 weeks of your child being measured and may also include a telephone follow-up to offer any services available.

All the information collected about your child will be sent by us to NHS Digital. NHS Digital is responsible for collecting data and information about health and care so that this can be monitored and improve the care provided to people across England.

The information collected about your child will also be shared to NHS Digital with Public Health England but in a de-personalised form only. This means Public Health England will not be able to identify your child. Public Health England is responsible for working to protect and improve the nation's health.

Both NHS Digital and Public Health England will use the information from the National Child Measurement Programme to better understand our children and trends in child weight and body mass index (BMI). This helps with the planning of services to support healthy lifestyles in your area. No information will ever be published by NHS Digital or Public Health England that identifies your child.

De-personalised information from the National Child Measurement Programme may also be shared by NHS Digital with other organisations, such as our universities. This is to help improve health, care and services through research and planning. This information cannot be used to identify your child, and NHS Digital only uses information for research with the approval of an independent group of experts.

**Confidentiality**  
All of the data collected is also used for improving health care and services through research and planning. This information is treated confidentially and held securely. No individual measurements are given to school staff or children.

**Children will not be made to take part on the day if they do not want to**

**If you are happy for your child to be measured, you do not need to do anything. DO NOT tick any of the boxes below, simply click on submit button.**

**Withdrawing your child from the National Child Measurement Programme**

- I do not want my child's height and weight to be checked.
- My child has a medical condition that affects their height and weight.

Parent/Carer name in full \_\_\_\_\_

OR

**Further information**  
Further information about the National Child Measurement Programme can be found at <https://www.nhs.uk/what-is-the-well-being/healthy-weight/national-child-measurement-programme>

Information and help about to help your kids stay healthy can be found at <https://www.nhs.uk/what-is-the-well-being/healthy-weight/national-child-measurement-programme>

Information about how the Central London Community Health collect and use information can be found at <https://nhs.uk/about-us/who-we-are/central-london-community-health>

Information about how the NHS Digital and Public Health England collect and use information can be found at <https://nhs.uk/about-us/who-we-are/nhs-digital>

Information about the organisations NHS Digital has shared information from the National Child Measurement Programme can be found at <https://nhs.uk/about-us/who-we-are/nhs-digital>

Cancel | [I want to Save and Continue Later](#) | [Submit](#)

**School Screener** Hi, Kala Bakshi | [Logout](#)

Is anyone in your family currently having treatment that severely affects their immune system? (e.g. do they need to be kept in isolation)

NO  
 YES

If yes, please give details

\_\_\_\_\_

Does your child have a severe egg allergy (that has needed hospital care?)

NO  
 YES

If yes, please give details

\_\_\_\_\_

Is your child receiving salicylate therapy?

NO  
 YES

If yes, please give details

\_\_\_\_\_

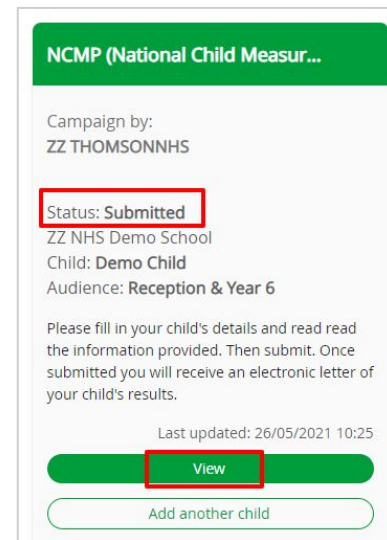
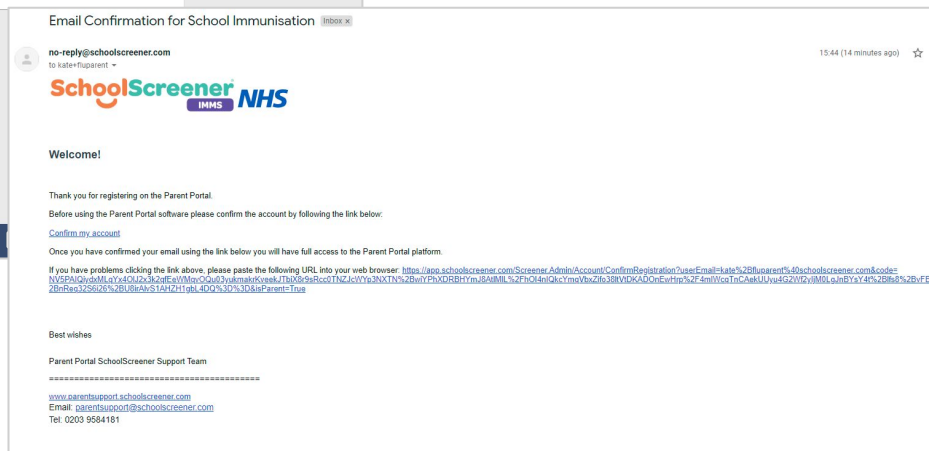
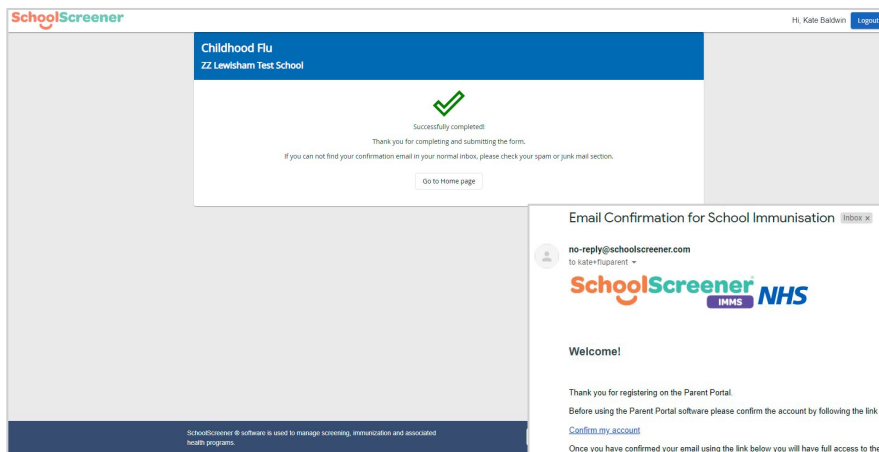
**You've some unanswered questions** [View](#)

- If you get a red error message when trying to submit you may have left a mandatory question blank. You will find these highlighted in red.



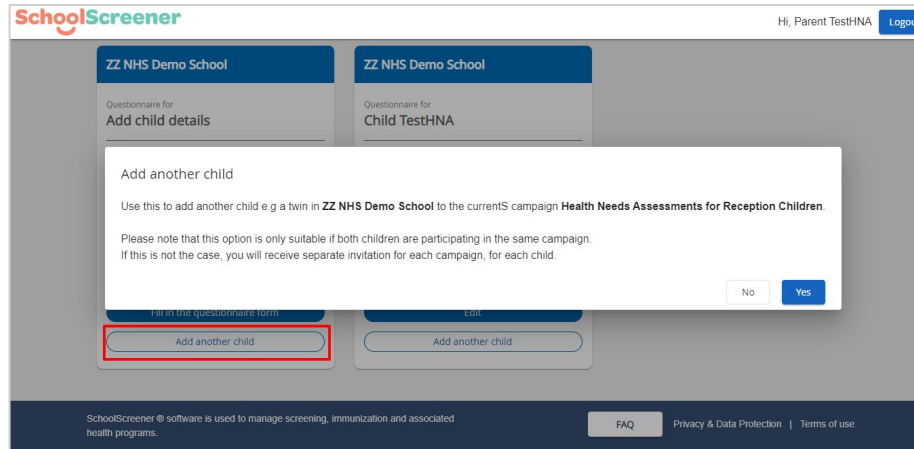
## Submission

- Once submitted you will receive a successful message and also an email detailing 'next steps'.
- You will be able to see the status of the submission on the overview page in your parent portal account.



## Adding another child who needs the same questionnaire/ consent filled in.

- If you need to add another child who is in the same school for the same questionnaire/ consent then click on 'Add another child' on the first child's form.
- If you have a child in another school you will have to wait until you receive a link for that school.



The screenshot displays the SchoolScreener web interface. At the top, the logo 'SchoolScreener' is on the left, and the user is logged in as 'Hi, Parent TestHNA' with a 'Logout' button on the right. The main content area shows two questionnaire forms for 'ZZ NHS Demo School'. The left form is titled 'Questionnaire for Add child details' and the right is 'Questionnaire for Child TestHNA'. A modal dialog box is open in the center, titled 'Add another child'. The dialog contains the following text: 'Use this to add another child e.g a twin in ZZ NHS Demo School to the current campaign Health Needs Assessments for Reception Children. Please note that this option is only suitable if both children are participating in the same campaign. If this is not the case, you will receive separate invitation for each campaign, for each child.' At the bottom of the dialog are 'No' and 'Yes' buttons. Below the dialog, the 'Add another child' button on the left form is highlighted with a red rectangle. The footer of the page includes the text 'SchoolScreener® software is used to manage screening, immunization and associated health programs.', a 'FAQ' button, and links for 'Privacy & Data Protection' and 'Terms of use'.

## Viewing 'My Children'

- You may not see your children initially until the organisation has accepted your form.
- Once accepted you will be able to see your children underneath your submissions.

**SchoolScreener** Hi, Demo Parent [Logout](#)

**NCMP (National Child Measur...**

Campaign by:  
ZZ THOMSONNHS

Status: **Submitted**

ZZ NHS Demo school  
Child: Demo Child  
Audience: Reception & Year 6

Please fill in your child's details and read read the information provided. Then submit. Once submitted you will receive an electronic letter of your child's results.

Last updated: 26/05/2021 10:18

[View](#)

[Add another child](#)

**Cannot view letters  
as child has not been matched**

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**SchoolScreener** Hi, Demo Parent [Logout](#)

**Submissions** [View All Campaigns ...](#)

**NCMP (National Child Measur...**

Campaign by:  
ZZ THOMSONNHS

Status: Submitted  
ZZ NHS Demo School  
Child: Demo Child  
Audience: Reception & Year 6

Please fill in your child's details and read read the information provided. Then submit. Once submitted you will receive an electronic letter of your child's results.

Last updated: 26/05/2021 10:25

[View](#)

[Add another child](#)

**My Children**

**DC** Demo Child  
11/01/2016 Male

[Results](#) [Campaigns](#) [Submissions](#) [Letters](#)

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# My Children (In Parent Portal)

**My Children**

DC Demo Child  
11/01/2016 Male

Results Campaigns Submissions Letters

SchoolScreener

DC Demo Child  
11/01/2016 Male

Results Campaigns Submissions Letters

← Home

NCMP (National Child Measurem... Vision Screening

Campaign by: ZZ THOMSONNHS  
Audience: Reception & Year 6  
Please fill in your child's details and read the information provided. Then submit. Once submitted you will receive an electronic letter of your child's results.

Campaign by: ZZ THOMSONNHS  
Audience: Reception  
Fill in the form to read further information on the vision screening programme offered to your child's reception.

All the child's submissions

SchoolScreener

DC Demo Child  
11/01/2016 Male

Results Campaigns Submissions Letters

← Home

NCMP (National Child Measurem...

Campaign by: ZZ THOMSONNHS  
Status: Submitted  
Please fill in your child's details and read the information provided. Then submit. Once submitted you will receive an electronic letter of your child's results.  
Last updated: 26/05/2021 10:25  
View

SchoolScreener

KB kate Baldwin  
04/01/2013 Female

Results Campaigns Submissions Letters

← Home

Global.Growth Parents Letter  
Sent by: ZZ ThomsonNHS  
Created on: 12/05/2021  
Download

Global.Growth Parents Letter  
Sent by: ZZ ThomsonNHS  
Created on: 12/05/2021  
Download

Global.Vision Parents Letter  
Sent by: ZZ ThomsonNHS  
Created on: 12/05/2021  
Download

Global.Hearing Parents Letter  
Sent by: ZZ ThomsonNHS  
Created on: 12/05/2021  
Download

Which campaigns are available

Any letters/ communication sent

