RESOURCES

Parents' Guide to the School Portal

> The Rochford's portal (portal.rochfords.edu.my) gives each student the ebooks for their current grade, plus any other grade the school has granted. Students set goals with a due date and time; goals cannot be deleted. Parents can view their child's books and goals, and teachers can add and edit goals.

What the portal is for

The school portal at **portal.rochfords.edu.my** is where Rochford's students read their course books and track their goals, and where parents can follow along. The school's library holds over 420 ebooks for Year 1 to Grade 11.

How books are allocated by grade

- **Automatic:** each student is given the books for the grade on their student record. There is no need to request books subject by subject.
- **Moving up:** when the school updates a student to a new grade, the new grade's books appear and the previous grade's books are no longer shown.
- **Extra grades:** the school can manually give a student access to another grade (for example, to revise or work ahead). A grant like this stays in place when the student moves up, until the school removes it.
- **View only:** books are for reading on the portal. Teacher files and assessments are for staff only.

Student goals

- Students can set goals for their daily work and tasks, each with a **due date and time**.
- A goal can link to the relevant textbook and workbook.
- Once saved, a goal **cannot be deleted**. Every change is timestamped with who made it, so the history is always visible.
- Teachers can add, edit and mark goals complete.

What parents can see

- The same books allocated to your child: their current grade plus any extra grades the school has granted. Parent access is view only.
- Your child's goals, their due dates, and whether they have been completed.
- Only your own linked children.

Getting access

Go to portal.rochfords.edu.my and sign in. If you are a new student or parent, use "New student / parent? Register here" on the sign-in page. If your child's books or grade look wrong, contact the school and we will check their record.

Common questions

Will my child still see last year's books after moving up?

No, not by default. When the school updates your child's grade, only the current grade's books are shown, unless the school has manually granted access to another grade.

Can a student delete a goal?

No. Once a goal is saved it cannot be deleted. Changes are timestamped with who made them.

Can parents see their child's books?

Yes. Parents can view the same books allocated to their child, view only.

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