



School Managed Information & Learning Environment

Churchill Academy & Sixth Form

Parents and carers can access the school records via the Internet. To do this, we must have an e-mail address on our records system which you can then use to register yourself on the Smile website. At the bottom of this form is a tear off section to advise us of your e-mail address.

For security, the form **MUST** be returned to the Academy in person. This can be by the student giving it to their tutor (who will obviously know who they are) or by the parent / carer giving it to the receptionist. The receptionist must see some form of identity unless you are personally known to them. You will appreciate that this system gives access to confidential records, which is why we need to be absolutely certain that only bonafide persons can get access.

Once your e-mail address has been entered onto our records system, you should follow the link marked 'Parent & Carers access to SMILE' on the front page of our main website. Follow the link to change and set passwords and enter your e-mail address. This will send you an e-mail containing a web link which, when followed, will allow you to choose a password.

Once you have a password, you can access Smile at any time by typing in your e-mail address and password. If you have more than one child at the Academy, then you still only need one Smile access as they will all be linked.

If you have registered your e-mail address using the form below and have difficulty accessing Smile, please write to our IT Manager at csnm@churchill-academy.org

NB: This form MUST be returned in person by the student or parent / carer

✂ _____

Student Full Name: _____

E-mail Address: _____

Parent or Carer: _____

Signature: _____ Date: _____