



2 September 2025

Dear Parent/Carer

Please find details below to help install Parents Portal.

Before you read on, we would suggest that you watch this short video which will give you further information about Parents Portal <https://youtu.be/dSyThlyAOWI?si=5ScScSQJmGplWMRR>

This portal is designed to replace the text messaging service, giving parents online access to a range of school related services. At the heart of the systems is a secure online account through mygovscot which is referred to as "My Account". This is already being used in Dumfries & Galloway Schools to enable parents to pay for school lunches. If you already have a "My Account", you can use the details to then log in to Parents Portal. You may have created a "My Account" for paying for lunches or booking a slot at the Recycling Facility.

Initially, this new service will introduce basic information about your child/ren's school and will allow you to:-

- Link to your child
- View the school's "events" calendar
- View your child's attendance record
- Complete the Annual Data Check process electronically (main contact only)
- Update your own as well as your child's details at any time of year
- Complete consent forms for trips, permissions etc

For further information, guidance and access to Parents Portal, please click on the link <https://parentsportal.scot/pportal/>

On signing up to the portal, you will be able to link to your child/ren and gain access to the above services which are available. In order to link to your child and for security, the data you provide during the sign up process must match the most up to date data that we hold for your child.

We will be using Parents Portal as our main way of communicating with parents/carers. We would therefore respectfully request that all parents/carers register and sign up as soon as possible. If you have any problems with registering/signing up, please contact the school office in the first instance.

Parental contacts do not require to be living at the same address as the pupil to enable them to be linked to their child's account. Where two parents are linked, they will both receive all notifications and be able to access most of the same information within the Portal — the only difference is that it is only the main contact that has permission to complete the Annual Data Check. If the second parent contact does not live at the same address as their child, we will require a form to be completed confirming that they wish to request access to the information.

There was an issue with the link sent yesterday if you need to log a comment, compliment or complaint, please use our [electronic form](#)

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Kerry Galbraith Currie', with a stylized flourish at the end.

Kerry Galbraith Currie
Depute Head Teacher