

# Students' Guide to epraise

Epraise is an online platform for schools that helps students to see and be rewarded for how well they are doing and check on important information such as their timetable and homework. At present, we will be using epraise to give you immediate access to information relating to your timetable, housepoints and other rewards, homework that has been set, attendance information and details of any interventions that you must attend. New features will be added as the system continues to become more embedded.

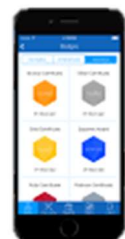
**IMPORTANT:** By using the epraise app, you will receive immediate push notifications relating to any Accolades and Interventions that you receive. This will keep you informed of your progress and, in the event that you do make a mistake that warrants an intervention, ensure that you know where and when you need to attend. **Please ensure that both you and someone with parental responsibility for you is logged into the epraise app in order to receive these push notifications.**

If you need any support with epraise, please follow the instructions in this guide as a first resort. If this does not help, please speak to your form teacher.

## Accessing the epraise app

There are two ways to access epraise: via the website from any PC, laptop or handheld device, and via the iOS/Android app. If you wish to use the app:

- Download the epraise app from your app store (search for **epraise**)
- If asked, ensure that you **Allow** notifications
- Select **Larkmead School**
- Select **Students and staff**
- Select **Log in with Microsoft**
- Enter your school email (e.g. [23agrande@larkmead.vale-academy.org](mailto:23agrande@larkmead.vale-academy.org)) and tap **Next**
- Enter the password you use on the school computers and tap **Sign in**
- If asked whether you wish to stay signed in tap **Yes**



If you have recently changed your password, you must use it to log on to a school computer before using it to access epraise. If you cannot log on to epraise using the instructions above, you may wish to check the spelling of your email address and check that you can log on to a school computer before seeking help from a member of staff.

Notifications should be on by default but, if you experience difficulties, you may wish to check this in your device's settings. Please leave yourself logged into the app to ensure you continue to receive push notifications.

It is important to remind you that you should not be using your phone while on the school site unless you have the permission of a member of staff. If you use your phone without permission, it is likely to be confiscated until the end of the day and, if this is a repeated occurrence, further sanctions will apply (all recorded on epraise, of course!)

## Accessing the epraise website

There are two ways to access epraise: via the website from any PC, laptop or handheld device, and via the iOS/Android app. If you wish to use the website:



- Go to **epraise.co.uk**
- Click **Login**
- Select **Larkmead School**
- Select the **Log in** tab
- Select **Log in with Microsoft**

If you are on a school computer you should get logged in automatically

- If you are not on a school computer, enter your school email and school password when prompted

If you have recently changed your password, you must use it to log on to a school computer before using it to access epraise. If you cannot log on to epraise using the instructions above, you may wish to check the spelling of your email address and, if trying to access epraise at home, check that you can log on to a school computer first.

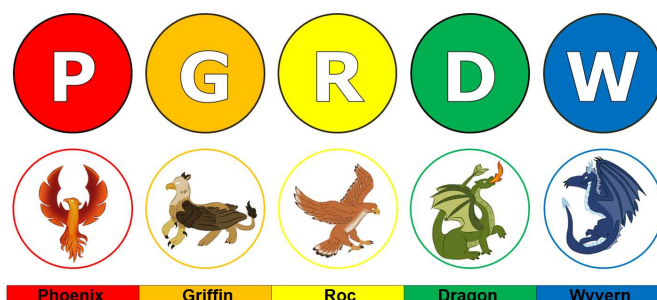
## Viewing timetables

Your timetable can be viewed on the website (**Me → Profile → Timetable**) or the app (**Timetable**)

## Viewing homework

Any homework you receive will be recorded on epraise. This can be viewed on the website (**Me → Profile → Classnotes**) or the app (**Planner** or **Profile → Homework**). Attachments can also be accessed.







To support organisation at home, a useful planner is available on the website where homework can be listed by set date or due date (**Me → Planner**). This is also available via a quick link in the top right of your screen. Clicking on each entry shows you the homework in greater detail.




## Viewing housepoints

Housepoints are awarded as part of the Larkmead Leaders programme. These are categorised under the Larkmead School strapline – one community, individual minds, creating futures – and six headings shown below.

	ONE COMMUNITY		INDIVIDUAL MINDS		CREATING FUTURES	
	Taking responsibility	Working together	Embracing opportunities	Meeting challenges	Developing curiosity	Building independence
	"Take pride in your presentation and participation"	"Teamwork makes the dream work"	"What have you done today to be a better you?"	"Make your ambition your special mission"	"Seek the truth, try something new"	"You've got the grit to turn 'Yet' into 'Yes!'"
Participation	I meet our shared expectations of success and standards in behaviour, uniform, equipment and attendance (RRS)	I play my role respectfully in any team or group by cooperating, listening, reflecting and making my point	I take part in experiences and events organised through school	I consistently achieve my personal targets and goals	I am open minded and seek to discover things.	I am happy to try something new, knowing that getting it wrong helps me to get it right next time.
Contribution	I volunteer for additional responsibilities and events	I collaborate and actively help others to get involved and improve	I regularly take part in extra-curricular activities in and out of school	I seek additional challenges, aiming higher to raise my game	I research and discover more and make connections with what I already know.	I'm developing the strategies to help me get 'unstuck'
Leadership	I initiate projects and changes that will make a positive difference to the school or wider community	I support other people, coaching and building their confidence	I put myself forward in class, play or perform for a crowd or an audience	I set my own challenges, approaching things with an open mind	I use my new knowledge to keep learning, making links and turning knowledge into action.	I am confident to use my use initiative, showing resilience and flexibility

**Everyone matters and makes a difference**



"one community: individual minds: creating futures"

You will not receive individual push notifications for each housepoint you receive but you can view totals and recent awards at any time on the website (**Me → Profile → Points**) or app (**Profile → Points**)

## Milestones and Accolades



When you receive certain levels of housepoints, both overall and in any one area, you will receive a Milestone. Initially this will appear as a virtual badge in epraise, but will also be issued as a certificate in a reward assembly at key points during the school year.

Other virtual awards may also be given out and these are called Accolades. If you are logged on to the app, you will receive a push notification when these are awarded.

Milestones and Accolades can be viewed on the website (**Me → Profile**) or the app (**More → Badges**)

## Achievements



There are nine achievements that we want you to work towards whilst in each year at Larkmead. The requirements, stating what you must do for each achievement, will be listed in your form room.

Students that work towards gaining all nine achievements will be developing vital skills and experiences alongside their academic success. This will be recognised in celebration assemblies throughout the year.

Achievements can be viewed on the website (**Me → Profile**) or the app (**More → Badges**)

## Interventions

Following a behaviour incident, if you are asked to attend a detention or another intervention is felt appropriate, you will be informed by the teacher but it will also be communicated via epraise. If you have logged into the epraise app, you will receive an automatic push notification alerting you to the intervention. This push notification will avoid you having to regularly check epraise and represents an important method of communication used by the school.

Interventions can be viewed on the website (**Me → Profile → Interventions**) or the app (**Profile → Interventions**)

## Features to come



As epraise is embedded we will be able to use it to do much, much more. This includes:

- signing up for clubs and fixtures
- writing a personal biography to prepare for completing a CV
- spending your housepoints in an online shop on treats for you
- converting your housepoints to donations for a charity of your choice

**In the meantime, keep earning housepoints!**