Madeley Academy

Please click here and complete the form provided. Once this has been completed, a password will be automatically emailed to you (this normally takes just a few minutes).

Please then make sure you use this information page to update any changes to your address, phone number, etc, as and when they occur so that we can ensure swift contact with you when necessary.

The email address(es) you provide will be included in our email distribution list so that you will receive communications from the Academy which are relevant to your child/children.

Once you have completed your registration if you forget your password, please click the password link, enter your email address and a new password will be emailed to you.

Help Sheet: Parents of New Students Logging into the Parent and Student Information System

The Parent and Student Information System allows parents to manage their contact information online.

This system also enables parents to access important information in a secure area of our website and enables us to contact parents by email. In addition, we expect to be sending some information by text within the next few months when appropriate.

To access the system please go to our website **www.madeleyacademy.com**

The Student and Parent Information section can be accessed from the Menu button at the top of the home page.

1. Registering a new account

Click on Register for an account on the right hand side. Key in your email address then click on register for an account. This will lead you to a form which you will need to complete.

Please note: The information that you provide now will be automatically transferred to the Academy's internal information system and will be used to set up the student's formal records. It is therefore essential that you ensure the information that you provide is accurate, for example full names are required.

You will need to read all the documents in the Student/Parent link and share them with your child.

Once you have successfully submitted your details you will automatically be emailed a password to use.

2. Logging in to your account

Please note that when entering your email address and password they should be exactly as they are shown in the email you received because they are case sensitive. Take special care with the password as it will potentially be a mix of uppercase letters, lowercase letters and numbers eg 'eeH3DFGde'. You may like to copy and paste the password from the email. Once you are successfully in the system, you will be able to change your password.

3. Registering a Sibling

Please log in as normal. Go to "Your Information" and add your additional child's details to your account.

4. Updating your details

The information logged on this site is used by the Academy to contact you and therefore it is important that it is accurate. It is your responsibility as a parent/carer to keep this information up to date. Please ensure any changes to your circumstances (eg address, telephone number) are made immediately. You can do this by going to 'Your Information'

5. Missing Emails

If for some reason you do not receive your password in an email after submitting your details, please check your emails spam or junk mail folders. Emails similar to the ones we send can sometimes be considered spam by email filters, especially on free services such as Hotmail, Yahoo or GoogleMail.

In some instances, it is possible that you may have made a typographical error when inputting your email. If after checking your spam/junk folders you have not received the password email then please contact us at **dweaver@madeleyacademy.com**

Please let us know you and your child's full names and the email address you should be registered with. We will then correct your account and get a password sent out to you.

6. Lost Password

Parents who have completed the information form do not need to fill their details in again. All you need to do is click on the 'forgotten password'. This will present you with a form. Simply complete this form with the email address you supplied when completing the original version of the form and click Go. You will then be emailed a secure password.

7. Change Password

If you would like to change your password go to 'Change your Password' section under the main menu.