

IMPORTANT CONTACTS

Jan Atkinson – Principal

>contactable via PA Sue Young:

Sue.Young@shc.ac.uk

0208 319 9487

Geoff Osborne – Vice Principal

>contactable via PA Debbie Sweeny:

Deborah.Sweeny@shc.ac.uk

0208 319 9428

Safeguarding

Alex Rolfe

Alex.Rolfe@shc.ac.uk

0208 319 9724

Natalie Osborne

Natalie.Osborne@shc.ac.uk

0208 319 9721

Additional Learning Support

Sabah Quazi

Sabah.Quazi@shc.ac.uk

0208 319 9499

Bursary

Clair Holme

Clair.Holme@shc.ac.uk

0208 319 9704

OTHER ENQUIRIES

For other enquiries, please contact Main Reception on 0208 319 9701 or via admin@shc.ac.uk

Course-related enquiries should be sent to the course tutor/teacher. Their contact information can be obtained via referral from Main Reception.

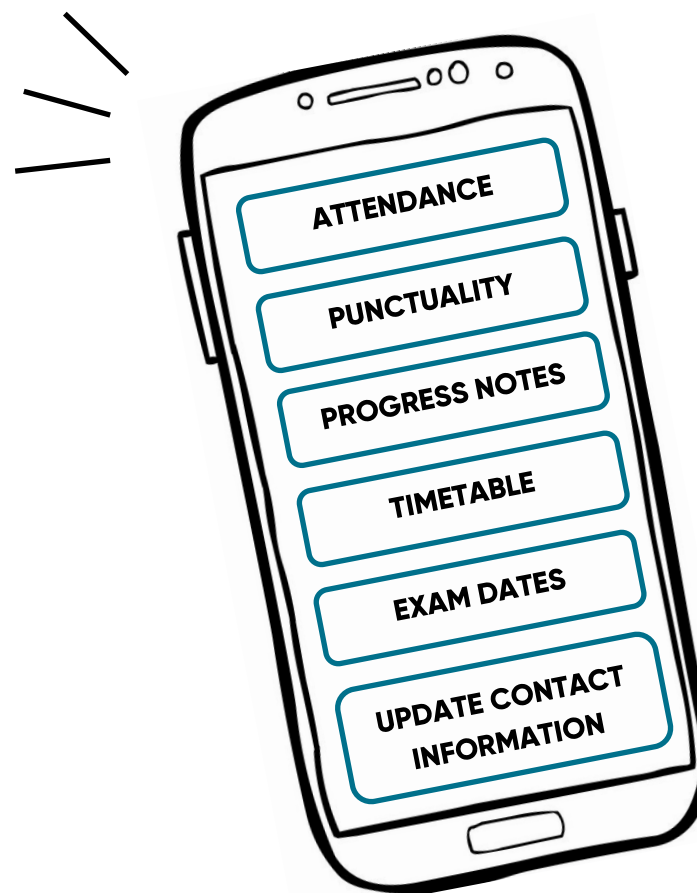
STUDENT ABSENCE

Student absences need to be reported *before 9am*. The absence team can be contacted via telephone or email. You can also contact them to let them know in advance of any appointments or upcoming absences.

T: 0208 319 9742

E: student.absence@shc.ac.uk

KEEPING TRACK OF YOUR SON/DAUGHTER'S PROGRESS AT SHC



SHOOTERS HILL
SIXTH FORM COLLEGE

GETTING STARTED


We use an online system called ProPortal that you can access from home via your mobile, tablet or computer.

You can use this system to view the following information:

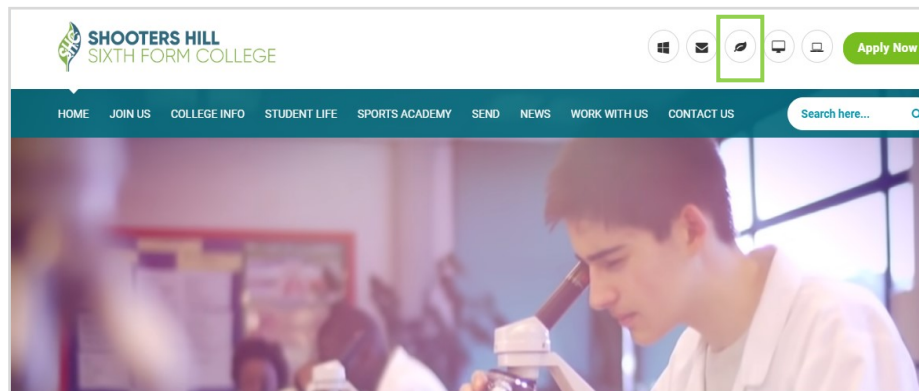
- Attendance
- Punctuality
- Progress Notes
- Timetable
- Exam Dates

You can also update your own personal contact information here, too.

HOW TO GET STARTED

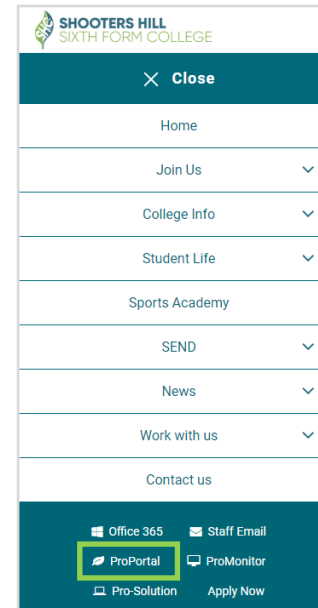
To start using ProPortal, you will first need to request an account. You can do this using the leaf icon on the website: 

COMPUTER



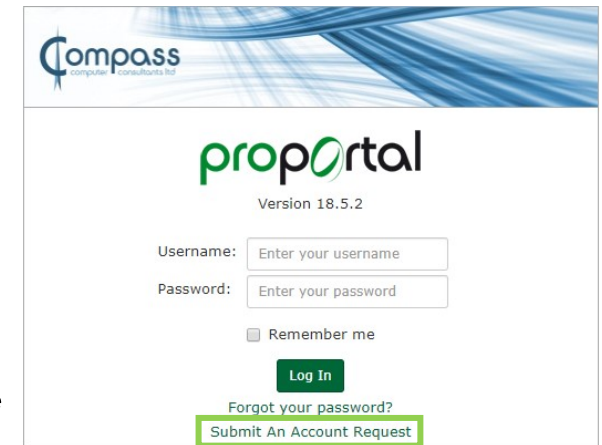
When viewing the website on a computer, you can access ProPortal using the leaf link in the top right hand corner.

MOBILE/TABLET



When viewing the website on a mobile or tablet, you can find the link to ProPortal at the bottom of the menu drop down.

Once you have clicked on ProPortal, either on a mobile or computer, you will be taken to the login screen, where you can request an account.



Shortly after you have requested an account, your login details will be sent to the email

address that we have for you on the system. If you forget your password, you can use the 'Forgot your password?' function on the login screen to reset it.

