



# LANGLEY PARK SCHOOL FOR BOYS

South Eden Park Road Beckenham Kent BR3 3BP

Telephone: 020 8639 4700 Fax: 020 8639 4633

E-mail: [office@lpsb.org.uk](mailto:office@lpsb.org.uk)

Website: [www.lpsb.org.uk](http://www.lpsb.org.uk)

Headteacher - Mr S Parsons MA NPQH

Dear Parents/Carers

## **RE: Virtual Learning Environment (VLE) – Parents’/Carers’ Portal**

The parents’ and carers’ portal provides authorised users with secure access to selected areas of the school’s VLE not available to those generally browsing the website. As well as general information about the school, you will be able to access information specific to your child such as their individual timetable and attendance data.

If you would like access to the parents’/carers’ portal please email the school at [data@lpsb.org.uk](mailto:data@lpsb.org.uk). Set the subject of the email as VLE and include your name, the name of one of your children and their registration group and form tutor, and the email address that you would prefer the school to use for all correspondence.

We take the security of personal data held at the school extremely seriously. If we do not already hold your email address on our records, or if you email us from another address, we may contact you by telephone to confirm your details. Once we have confirmed your identity we will email your username and password. Please ensure these details are kept secure and contact us immediately if you think any unauthorised person may have discovered your login details. If at any time you wish to change the login details, or if you no longer require access to the parents’ portal, please email us at [data@lpsb.org.uk](mailto:data@lpsb.org.uk) and we will make the appropriate changes.

By accessing the parents’ portal you are accessing one of our main computer systems and in so doing you agree to be bound by the conditions of use posted on the website.

If you have any queries please do not hesitate to contact us on [data@lpsb.org.uk](mailto:data@lpsb.org.uk).