

Headteacher's Report – Quick Start Guide

Welcome to the updated **Headteacher's Report Portal**. This short guide will help you get started, from your first login to editing and downloading your reports.

1. Setup and Activation

Once your order is placed:

1. We contact **Wonde** to arrange your MIS setup.
2. Your school will receive a request to **approve the link**.
3. Once approved, setup usually completes within **2–3 working days**.
4. You'll then receive an **activation email** with your login details.

When your link is live, MIS data starts syncing automatically.

2. Logging In and Dashboard Overview

Log in using your activation email >> <https://app.theheadteachersreport.com/login>

Your **Dashboard** is your home screen — every available report appears in its own “container box”.

Each report includes:

-  **View / Edit School Data** – open your editable report view.
-  **Download** – export your report as a PDF.

You can switch between reports at any time.

3. Navigating the Report Tabs

Click **View / Edit School Data** to open your report.

The report is structured around the new Ofsted framework and includes the following tabs:

Dashboard, Reporting Dates, Contextual Data, Safeguarding, Inclusion, Curriculum, Achievement, Attendance and Behaviour, Personal Development and Wellbeing, EYFS, Sixth Form, and Leadership and Governance.

Each tab includes clear subsections (shown on the left). For example,

Contextual Data → School Information, SEF & Ofsted, Pupil Characteristics, Report Introduction.

4. Editing Data

- **MIS Data:** Automatically pre-populated.
 - **Manual Entry:** Type directly into any field to add or update information.
 - **Overriding MIS Data:** Your entry takes priority and remains in effect until it is deleted.
 - **Auto-Save:** All changes are saved automatically.
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5. Smart Features

Feature	What It Does
Auto-Hide Fields	Leave blank to automatically hide in your final report.
Powered by AI	Suggested text available — you can use, edit, or ignore it.
Search Bar	Instantly find any field, heading, or keyword.



6. Reporting Dates & Syncing

- The **Reporting Dates** tab controls which attendance periods are displayed.
- Editing the dates will trigger a **data resync** (takes around 20 minutes).
- Your MIS data is also **automatically refreshed every evening**.

If you change a date range, simply allow the sync to complete before downloading your updated report.



7. Dashboard Insights

Your **Dashboard Summary** provides key metrics and performance indicators aligned with Ofsted's 2025 areas.

Charts and summaries update automatically as your MIS data refreshes.



8. Downloading Reports

When ready, use the **Download** button on your Dashboard to export:

-  **Dashboard Summary** – high-level overview
 -  **Full Report** – formatted for governors and trustees
 -  **Full Report (with notes)** – includes internal commentary
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9. Using AI Text

Our **Powered by AI** feature provides optional, pre-written narrative suggestions. You can:

- Use them as a starting point.
- Edit or refine to reflect your school's context.
- Ignore them completely if not needed.

AI helps with consistency and efficiency — you remain in control of the final content.

10. Accounts and Access

- Your portal is linked securely to your school's MIS.
 - You can request **additional users**
 - Use **Forgot Password** on the login page for instant resets.
 - All data transfers are encrypted via **Wonde**, compliant with GDPR and DfE standards.
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11. Training and Support

We offer short **Super Webinars** to help you get started and make the most of the portal.

 Book here: <https://calendly.com/theheadteachersreport/overview>

Need help or have a question?

 hellot@theheadteachersreport.com

Quick Summary

Step	Action
1.	Approve your Wonde MIS link.
2.	Log in when you receive your activation email.
3.	Open your report and edit data directly.
4.	Look for    icons for smart features.
5.	Sync runs nightly (or after changing reporting dates).
6.	Download and share your finished report anytime.
7.	Book a webinar or contact support if you need help.