



Guidance on how to update **Kimbolton School Medical Form** and **Trips Agreement** on Engage

Before every school trip we will ask you to confirm the information we have on your child is correct and up to date. We will ask you to check their **Kimbolton School Medical Form** and **Trips Agreement**.

Kimbolton School Medical Form (found in Daybook > Pupil Daybook)

This is where you update any information on your child's medical needs and dietary requirements to ensure they are safe at school and on educational trips.

Trips Agreement (found in Daybook > Pupil Daybook)

This agreement supports the running of the majority of our day-to-day school trips. Without this consent, your child will be unable to participate in any off-site sporting fixtures or forthcoming trips.

The above Daybooks will only need to be created once.

When we ask you to check or update the information on any of these forms, please login to your Engage Parent Portal account <https://engage.kimboltonschool.com> (your username is your full email address).

Please use a web browser (not the app) Please note: These forms are easier to complete using a desktop or tablet rather than a mobile phone.

- Once you are logged in, the home page will display your children's details.
- Using the menu on the left-hand side, click 'Daybook' and then click 'Pupil Daybook'. Once the page has loaded you should see all current Daybooks in alphabetical order.

The screenshot shows the Engage Parent Portal interface. On the left is a navigation menu with items: My Children, Daybook, Pupil Daybook, Activities, and Websites. The 'Daybook' and 'Pupil Daybook' items are circled in red. The main content area shows a 'Pupils' list with two entries (names redacted) and a total of 16. Below this is a list of forms for a specific pupil, with 'Kimbolton School Medical Form' and 'Trips Agreement' circled in red. The forms listed are:

Date	Form Name
16 August 2022	Image Consent Form
23 May 2022	Medical Form
20 May 2022	Tapestry Consent
16 August 2022	Trips Agreement

- If none are displayed, you may need to **change the date range** in the purple bar. When searching for the Daybook to edit, it must include the date from when it was first created, as we have only been using Engage since 1 July 2021, set this as the 'Date From:' date, and set the 'Date to:' date to the final year which your child will complete their time at Kimbolton School. This will ensure you will always find the original daybook you created. Please see example below:

Pupil Daybook

Daybook Type: All Daybook Content

Sub Type: All items checked

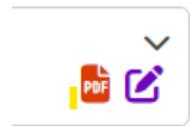
Switch to Last 7 Days: D W M T Y

Date From: 01/07/2021

Date To: 26/08/2030

Save Filters:

- Locate the Daybook you wish to check or update, then click the pencil icon on the right-hand side of the screen to edit the form



NB: if the pencil icon is not there and you see a yellow lock, click on the yellow lock,



you will then be asked to continue, click 'OK'.

engage.kimboltonschool.com says

This item is currently locked by [redacted]. If you continue to edit it their changes could be lost. Would you like to continue?

OK Cancel

- You should now be able to check and update the Daybook
- Once you have finished your updates, click the 'Save and Close' button at the bottom, otherwise the form will not be saved

Save Save and Close Cancel

*If you receive an error message saying 'you have reached your limit', please ensure you are updating the original form and not creating a new Daybook. This error may also occur if the original Daybook was completed out of the selected date range (follow the steps above to **change the date range**)*