



Dear Parent/Carer

Insight Portal Login

Cox Green School uses Insight to allow you access to your child's school information. Insight allows you to view your child's timetable, attendance information, behaviour information including detentions and Progress Reports, and to book Parents' Evening appointments.

We have been contacted by many parents who have lost/mislaid or forgotten the password to access INSIGHT. In order to reset your password please follow the instructions as follows:

- To log into Insight, go to <https://insight.coxgreen.com/> in your web browser.
- Click on the link below the login box 'Don't know your password?', you should then be prompted for your email address.
- Once you have entered your email address and clicked submit, you should receive an email with a new password within 5 minutes.
- This password is case sensitive and can be changed upon login.

Please note, you must enter the email address you supplied to the school. If you have not supplied the school with your email address or you want to update this, please contact the school at enquiries@coxgreen.com.

Yours sincerely

Frances Walsh
Headteacher