
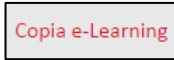

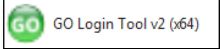




## How to Access Copia, My Data (Attendance & Conduct) and Go4Schools

		Student	Parent
<b>Copia</b>	In School:	Copia will be your homepage when you open Internet Explorer in school.	N/A
	From Home:	1. Go to the Twyford School Website ( <a href="http://www.twyford.ealing.sch.uk">www.twyford.ealing.sch.uk</a> )  2. Click on Copia e-Learning at the top of the homepage 3. Click on the word <b>Copia</b> 4. Enter your username: <i>e.g. abloggs</i> 5. Enter your Password ( <i>you will have set this yourself</i> ) 6. Choose Twyford CofE High School  <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <span style="color: red; font-weight: bold;">Twyford CofE High School</span>  <i>Copia e-Learning click here:</i> </div>	1. Go to the William Perkin School Website ( <a href="http://www.williamperkin.org.uk">www.williamperkin.org.uk</a> )  2. Click on Copia e-Learning at the top of the homepage 3. Click on the word <b>Copia</b> 4. Enter your username: <i>e.g. TWY.MrCBloggs *</i> 5. Enter your Password * 6. Choose Twyford CofE High School  <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <span style="color: red; font-weight: bold;">Twyford CofE High School</span>  <i>Copia e-Learning click here:</i> </div>
<b>My Data (Attendance &amp; Conduct)</b>	From Home:	N/A in school or from home	1. Log into Copia as instructed above 2. Click on the 'My Data' icon 
<b>Go4Schools</b>	In School:	Go Login tool on the Start Menu on the school PC or Laptop 	N/A
	From Home:	1. Go to the Go4Schools website: <a href="http://www.go4schools.com">www.go4schools.com</a> 2. Click on the Students icon  3. Enter your School email address (eg. <a href="mailto:abloggs@stu.tcehs.org">abloggs@stu.tcehs.org</a> ) 4. Enter your Go4Schools Password (Students can request a password from the Go4Schools website)	1. Go to the Go4Schools website: <a href="http://www.go4schools.com">www.go4schools.com</a> 2. Click on the Parents icon  3. Enter the email address that the school has on record for you 4. Enter you your Go4Schools Password (Parents can request a password from the Go4Schools website)
<b>Parent Pay</b>	From Home:	N/A	1. Go to the Parent Pay website: <a href="http://www.parentpay.com">www.parentpay.com</a> 2. Enter your username (usually your email address) and your password.

\* If you have forgotten your username and/or password, please email [copia@twyford.ealing.sch.uk](mailto:copia@twyford.ealing.sch.uk)

### Who to Contact for help:

<b><u>Copia and My Data</u></b> Contact The Data Team <a href="mailto:copia@twyford.ealing.sch.uk">copia@twyford.ealing.sch.uk</a>	<b><u>Go4Schools</u></b> Contact The Data Team <a href="mailto:copia@twyford.ealing.sch.uk">copia@twyford.ealing.sch.uk</a>	<b><u>Parent Pay</u></b> Contact Student Services <a href="mailto:student.services@twyford.ealing.sch.uk">student.services@twyford.ealing.sch.uk</a>
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