

EB/Admin/8

Dear Parent/Carer

Notre Dame Catholic College uses the 'IRIS' system ('It Really Is Simple') to record any behaviour incidents in the college.

This term we have introduced a change to the system which will allow you access to your son/daughter's behaviour records and any sanctions which have been given by staff.

You will be able to log in through the school website [www.notredameliverpool.com](http://www.notredameliverpool.com) or use the website address <http://www.iris.ac/>

- Click on the red square on the right hand side of the webpage



When you access the IRIS webpage you will be asked for a username and password. All parents/carers have been generated a unique username and password.

Pupil name:

Parent name:

Username:

Password:

Once you have logged into the system you can navigate around the site using the drop down menus at the top of the IRIS homepage.

You can change your username and password to something memorable by clicking on menu > settings

If you would like further information or guidance using the system you can attend either of the two help sessions on Thursday 2<sup>nd</sup> October 3:15 pm– 3:45 pm or 3:45 pm -4:15 pm at the school.

Enter your email address and mobile numbers to activate email or text message alerts.

Yours Sincerely

Mrs E Brennan  
Assistant Headteacher