

Student Details

Includes information like:
Name, DOB, Start / Referral dates,
SEN Type, Student Phone Number,
School ETC.

Main Menu → Students → Click on
Student Name → View Details

Click on Tab labelled "Student" →
Edit or Add new information into
relevant boxes → Click Save.

By clicking Save you will be
taken back to the Main Page for
that student.

Anna Louise Arandelle
School: Southampton City Council
Group: Year 5
Year: 12

Snapshot Report | Incident | Safeguarding Concern | **View Details**

Student Alert
Has type 1 diabetes - insulin in fridge. Peanut allergy only to eat what is sent in from home

Progress | Logs | Comms | Attendance | Behaviour | Targets

Student Details
Anna Louise Arandelle #1001
31/01/2007

Anna Louise Arandelle
Last Modified by Huis Support on 22/10/2025 14:00:42
Active

Back to student

Student | Address | Guardian | Key Information | SEND | Professional Contact | Transport details

External Partner | Alert

First Name Anna	Start Date 01/01/0001	External Link https://www.learntrek.co.uk/alte/
Middle Name Louise	Referral Date 01/01/0001	autid ananda weid autistic spectrum
Last Name Arandelle	Leave Date 16/09/2025	csd etha
Pronoun she/her/hers	Date Of Birth 31/01/2007	edda food intolerance medical concerns
Preferred Name	Ethnicity Any Other Ethnic Group	mh concerns non verbal

Save

Student Address

Students can have multiple addresses saved but one MUST be their primary address.

Main Menu → Students → Click on Student Name → View Details

Click on Tab labelled "Address" → Click "Add" → Fill in details → Set to Primary or Secondary → Save

To edit an Address click on blue "Address Line 1" → Make changes → Save

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Student Details
Anna Louise Arandelle #1001
31/01/2007

Address Line 1	Address Line 2	City	County	Post Code	Status
THE ROYAL PALACE		ARANDELLE	CANADA	WP16TP	Secondary

[Add](#) [Delete](#)

Address

Address Line 1: THE ROYAL PALACE
Address Line 2:
City: ARANDELLE
County: CANADA
Post Code: WP16TP
Type: Secondary
[Save](#)

Guardian Details

Students can have multiple guardians listed but one **MUST** be their primary guardian.

Main Menu → Students → Click on Student Name → View Details

“Guardian” → “Add” → Fill in details including “Contact Preferences” and “Email Delivery” → Set to Primary or Secondary > Save

To edit a Guardians information find and click on name → Make changes → Save

Name	Relationship	Email	Home Phone	Mobile Phone	Emergency Contact
Niall Gray	Other Relative	niall@huistechnologies.com			Primary
Olaf Olafson	Other Relative	alex@huistechnologies.com	07873666333	07873666333	Secondary

Guardian

First Name:

Last Name:

Relationship:

Email:

Home Phone Number:

Mobile Phone Number:

Work Phone Number:

Address Line 1:

Address Line 2:

City:

County:

PostCode:

Contact Preferences

Emergency Contact:

Primary Contact:

Email Delivery

Half Term School Report:

Full Term School Report:

Onsite Confirmation:

Weekly Logs:

Key Information

This includes information around allergies, medical needs, home context and qualifications.

Main Menu → Students → Click on Student Name → View Details

“Key Information” → Fill in any relevant information under the different subheadings → Scroll down → Save

To edit text make relevant changes or add new information → Scroll down → Save

Anna Louise Arandelle
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Year: 12

Snapshot Report View Details
Incident Safeguarding Concern

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Progress Logs Comms Attendance Behaviour Targets

Student Details
Anna Louise Arandelle #1001
31/01/2007

Student Address Guardian Key Information
External Partner Alert

Allergies:
ZXCFVG

Medical:
WSEDXCRFTVGBYH

This section allows you to record specific information around the young persons SEND Needs including triggers and strategies.

Main Menu → Students → Click on Student Name → View Details

“SEND” → Fill in any relevant information under the different subheadings → Scroll down → Save

To edit text make relevant changes or add new information → Scroll down → Save

The screenshot shows a web interface with a top navigation bar containing tabs for Student, Address, Guardian, Key Information, SEND (highlighted), Professional Contact, and Transport Details. Below the navigation bar, there are sub-tabs for External Partner and Alert. The main content area is titled 'Student Information' and includes a status bar indicating 'Last Updated by Huis Support 45.021470329912034 Days Ago'. There are two input fields: 'Key Worker:' and 'Summary Information' with 'Primary Needs:' below it.

The screenshot shows two text input areas. The first is labeled 'Response to Change:' and the second is labeled 'Other key SEND information:'. Both areas are currently empty.

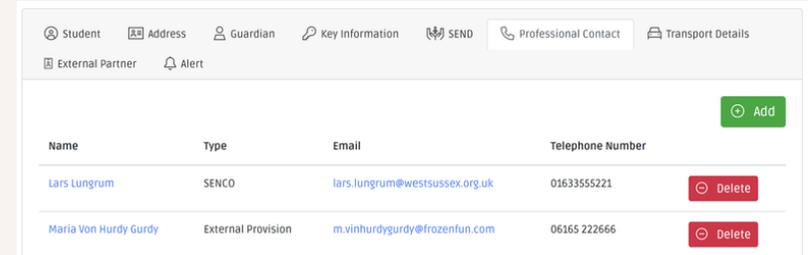
Professional Contact

Contact details for any external professionals working with the young person, eg social workers.

Main Menu → Students → Click on Student Name → View Details

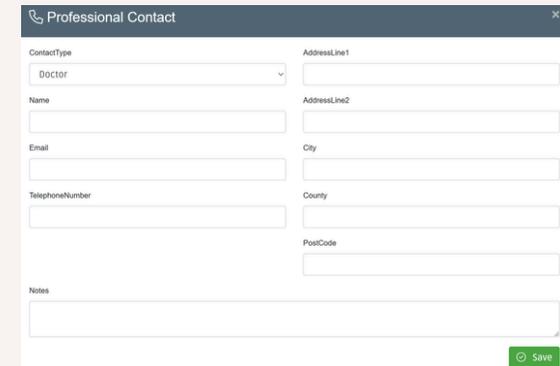
“Professional Contact” → Click add
→ Fill in details → Save

To edit a Professional Contact →
Find and click on name → Make
changes → Save



The screenshot shows a software interface with a navigation bar at the top containing icons for Student, Address, Guardian, Key Information, SEND, Professional Contact, and Transport Details. Below the navigation bar is a table of Professional Contacts. The table has columns for Name, Type, Email, and Telephone Number. There are two rows of data: one for Lars Lungrum and one for Maria Von Hurdy Gurdy. Each row has a red 'Delete' button to its right. An 'Add' button is located in the top right corner of the table area.

Name	Type	Email	Telephone Number	
Lars Lungrum	SENCO	lars.lungrum@westsussex.org.uk	0163355221	Delete
Maria Von Hurdy Gurdy	External Provision	m.vinhurdygurdy@frozenfun.com	06165 222666	Delete



The screenshot shows a 'Professional Contact' form with the following fields: ContactType (a dropdown menu with 'Doctor' selected), Name, Email, TelephoneNumber, AddressLine1, AddressLine2, City, County, and PostCode. There is a 'Notes' field at the bottom. A green 'Save' button is located in the bottom right corner.

Transport Details

You can add company details of young people who get transport provision.

Main Menu → Students → Click on Student Name → View Details

“Transport details” → Click Add → Fill in Details → Save

To edit Transport Details → Find and click on Name → Make Changes → Save

Name	Email	Telephone Number	
Zippy Cars	adam@zippycars.com	01254 767676	Delete

Transport Contact

Name:

AddressLine1:

AddressLine2:

Email:

TelephoneNumber:

City:

County:

PostCode:

Notes:

Save

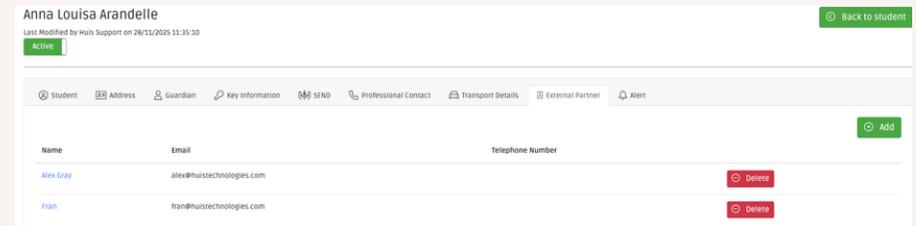
External Partners

You can add external partners, for example, local authority, social workers and schools.

Main Menu → Students → Click on Student Name → View Details

“External Partners” → Click Add → Fill in details including Email Preferences → Save

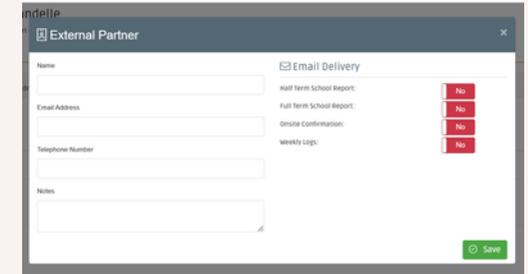
To edit an External Partners Information → Find and click on Name → Make Changes > Save



Anna Louisa Arandelle
Last Modified by Huis Support on 28/11/2025 11:35:10
Active

Student Address Guardian Key Information SEND Professional Contact Transport Details External Partner Alert

Name	Email	Telephone Number	
Alex Gray	alex@huistechnologies.com		Delete
Fran	fran@huistechnologies.com		Delete



External Partner

Name:

Email Address:

Telephone Number:

Notes:

Email Delivery

Half Term School Report: No

Full Term School Report: No

Device Confirmation: No

Weekly Logs: No

Save

Student Alerts

In here you can highlight important information about the student that can be seen at a glance for example, medical needs.

Main Menu → Students → Click on Student Name → View Details

“Alert” → Add/Edit Information → Save

Information will appear in red box on student dashboard.

