

www.sloughfamilyservices.org.uk

The Slough Family Information Service website is an online one-stop-shop for information on services for families in Slough and provides **free** advertising for service providers. The website receives approximately 18000 hits, per month.

We invite you to sign in to your account and update your information on the website.

Procedure to update the records on FIS website:

1. Go to https://www.sloughfamilyservices.org.uk/kb5/sloughcst/directory/sign_in.page
2. In the “Sign in to your account”, enter the email address (as on the Ofsted register) and password that you used to create your account
3. The password can be reset using the ‘Forgot your password’ link on the page
4. On signing in to your account, you will see 3 options – Provider updates, My details and Slough Children’s Disability Register.
5. In Provider updates, you will see a list of records assigned to this email address. Click on ‘Actions – Choose your action’ – ‘update record’.
6. For each record, you will see a form which is already populated with some information. You can edit the information that is already there and you can add more information including your Local Offer information (information on services for children with disabilities)
7. Each of the services that you offer will have a separate record and you can update each record individually to provide specific information about that service. So, for example, if you run Breakfast & Afterschool clubs, a holiday club, a day nursery that offers childcare and funded early learning places for 2 year olds and 3 & 4 year olds you will find that you will be able to access and update 5 separate records.
8. When you have updated the information, make sure that you click on ‘save record’. The changes will ‘go live’ once they have been approved, probably within 2 days.

This is an opportunity to make up-to-date information available to parents and carers as you can log-in and update your information as often as you wish:

- you can ensure that information such as vacancies, opening times, contact details and prices are up to date.
- you can create a marketing statement that is specific to each service. It would be useful to include information about any particular services that are offered including pick-ups from schools or other providers.
- you can create links to your own websites.
- links to your latest Ofsted report are automatically included in each record as is a map of your location.

You can review the records linked to your setting on the public part of the website by putting the name of your setting into the search box on the home page of the website. Please note that the date that the vacancy was last updated is shown on the record.

Contact Neesha Mouttou on 01753 476589 or email fis@slough.gov.uk if you require further information.