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Issue #79 - September 2025

Welcome to all our new subscribers and current users in preparation for the 25/26 academic year.

We hope you have had a restful summer break!

The platform has now been updated for the 25/25 academic year. Further details are below.

Summer Updates

APP version 9.5.0 is available to download and needs to be used for this forthcoming academic year.

WEB version 3.27.0 should automatically load for you to use.

All pupils have now been automatically moved up a year group and your Year 6's removed and archived.

You might need to update the class they are in. Access the settings on your WEB log in on the bottom of the left hand menu. Then click the Classes tab. You can edit the class names here.

Please note please ensure you edit the class names with any missing ones first, if you name a class the same as one already on the list they will be combined.

All current data is archived and is available in the Reporting under the drop down menu where the academic year is indicated.

Further guidance is in your termly newsletter or feel free to email us data@primarypassport.co.uk

The Long Term Plan and Extra Curricular clubs are carried over to be used again (these units will have no data associated to them for the 25/26 academic year)

PUPIL UPLOAD

We can update all your pupils centrally. This is done through your online account through our website.

Once in your account, by using the left hand menu, MANAGE and Pupils, you will have access to the Import button. In this section you can simply upload your file through the + button and confirm upload.

The file need to be either an excel or csv file and you can create this using your schools management software - (SIMs, ScholarPack etc)

The basic information the Passport needs is:

Pupil Name

Year Group

Register Group (if more than one form entry)

Gender

We can also hold and report on the following information:

Ethnicity

English as an additional language

SEND

Pupil Premium

Please provide a return email address and the data can take upto 72 hours to appear in your account and you will receive notification once this is complete.

Live virtual training

Join us for a 20 minute virtual refresher training session.

Dates, times and link to register below.

We will cover general platform updates and a quick overview for teachers to plan, assess and evidence.

It is suitable for all staff members.

Monday 1st September - 4pm

Tuesday 2nd September - 4pm

Wednesday 3rd September- 4pm

Thursday 4th September - 12.15pm

Thursday 4th September - 4pm

Monday 8th September - 12.15pm

Monday 8th September - 4pm

Tuesday 9th September - 4pm

Wednesday 10th September- 4pm

Thursday 11th September - 12.15pm

Thursday 11th September - 4pm

Register here and select your required day and time.

https://us02web.zoom.us/meeting/register/A6_mf8S8TPiXu6qw0hJfVQ

After registering, you will receive a confirmation email containing information about joining the meeting.

Individual virtual support

If you would like to book a virtual support session free of charge, we are always available to provide technical and practical support with the PE Passport.

To book a personal a session for yourself as PE Lead / SLT or for your staff as a whole please use the link below to access our team's calendar and book yourself a convenient slot.

[Virtual Support Session](#)

WhatsApp Broadcast Channel

In order to increase our lines of communication with our schools and teachers we have set up a WhatsApp Broadcast channel.

In this we will publish news, updates and general information.

This is a broadcast only channel. You won't be able to communicate with us at the PE Passport through this nor will we be contacting you directly this way either.

It will just be for relevant announcements and news and is in addition to our newsletters and emails.

Follow the PE Passport Subscribers channel on WhatsApp:

<https://whatsapp.com/channel/0029VaDNhttBVJl9ySoKvZ43>

Newsletter Sign Up

If you have any colleagues you would like to receive our newsletters please use the sign up section below to add them to our mailing list.

As always if you have any urgent questions or require support please call us on 0800 002 5193 or email support@primarypepassport.co.uk

[Newsletter Sign Up](#)





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