



## Central Parent Portal – what’s happening...

We would like to share with you a new feature that we have added to your Parent Portal.

### **Integrated SMS messaging**

From Monday 14 March we will be commencing daily SMS messaging to parents relating to student non-attendance at school. We have a dedicated number for 2-way SMS, so you can respond and provide a reason or advise of a future absence. This SMS will be sent at 10am each morning.

Absence letters will still be sent out after 7 days, if we have not heard from you regarding your child’s absence.

Another great feature of SMS messaging is that the school will be able to send out time-sensitive alerts and notices. For example, school closure due to unforeseen circumstances, excursion bus delayed, sporting event cancelled due to weather, multi-day reminder, etc.

Other features are:

### **Student reports**

Student reports are available to be viewed at any time. They are in a PDF format and can be easily downloaded and printed from the Parent Portal.

Please view your child’s reports by clicking on your child’s profile and then selecting the ‘Academic Reports’ tab.

### **View attendance record**

Your child’s attendance record is able to be viewed by clicking on your child’s profile and then selecting the ‘Attendance’ tab. A further breakdown of attendance can be viewed by selecting ‘View attendance summary’ link. This will show a heatmap which outlines all school absences, both explained and unexplained. Clicking on a specific block will show full details.

### **Notification of student absences**

Parents and carers can explain their child’s absence/s via the Parent Portal. To explain an absence, select the ‘Absence’ tab from the Portal menu. Please note that all absence reasons need to be verified by the classroom teacher in line with the Department of Education attendance policy and procedures. Explanations that may be unjustified include; slept in, child’s birthday, etc.

### **Future absence requests**

If you are aware of pending leave your child will be taking, for example a family holiday, please add these dates and reason by clicking on the ‘Absence’ tab. Then click on the ‘+’ symbol in the top right-hand side. Kindly complete all fields on this form.

## **Parent-Teacher interview bookings**

We will again be using the Sentral Parent Portal for our parent-teacher interview bookings. The interviews will be taking place on Tuesday 5 April. We will open the bookings on the portal from Monday 28 March, so please ensure you are registered and have access to your child's details.

## **General Information**

- To register and gain access to the Parent Portal, please follow these instructions on our website - <https://woonona-p.schools.nsw.gov.au/parent-portal.html>
- Additional family access keys are available for both parents, please click on the link above for instructions.
- On the Parent Portal homepage, you will be able to view upcoming events for school activities. On the app you can view the calendar in a monthly format.
- For further assistance in using the Parent Portal app please use this help guide <https://www.sentral.com.au/portal-app-help#guide>
- Please ensure that we always have your current email and phone contact in case we need to contact you. Also remember to keep your Parent Portal details up to date.

We hope these features allow you to easily monitor and manage aspects of your child's education.

Karina Curry  
Sentral Coordinator