



Mr Paul Humphrey
B Ed M Ed JP
Principal

Armstrong Drive
Toormina NSW 2452

T 02 6653 3077

25 May 2021

Dear Parent / Carer

RE: Sentral Parent Portal

Our preferred method of communication with our parents and carers is through the Sentral Parent Portal. This is available as a convenient mobile phone app called "Sentral for Parents" on both Apple and Android devices.

In the coming weeks you will be able to book your parent teacher interviews through this portal, and you will be able to see what is available for the times that suit you.

Through the Sentral Parent Portal you will be able to access information for your child such as:

- Absences (to view absences and advise us of your child's absence)
- Newsfeed
- Newsletters
- Timetables (via Web Portal button)
- Attendance (via Web Portal button)
- School reports (via Web Portal button)

If you haven't signed up for the Sentral Parent Portal yet, the instructions are on our school website. Click on "Instructions" on our site here:

<https://toormina-h.schools.nsw.gov.au/links/parent-portal-registration-instructions.html>

After registering, you will need to input your unique access key to link to your child's information. The letters with access keys were sent out to parents with previous school reports. If you no longer have the access key letter, please ring the school & ask for

your Sentral Parent Portal access key. We will email a copy of your access key letter to you.

For security reasons, an access key can only be used by one registered user. An additional key/s can be provided for another parent/carer if this is required or convenient.

Should you experience any difficulty, please do not hesitate to contact the school for assistance.

A handwritten signature in black ink, appearing to be 'Paul Humphrey', with a stylized, cursive script.

Paul Humphrey
Principal

Toormina High School uses Sentral, which is a web-based software solution that manages school administration and student data. Sentral are now providing a new Sentral for Parents App to help parents stay connected and access discreet information about their child/children at school.

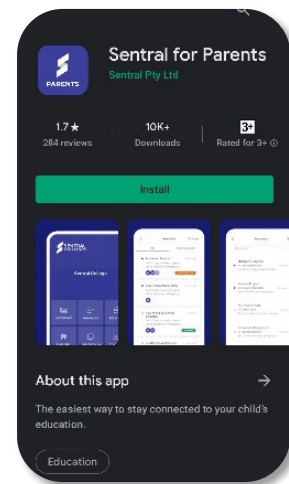
Please follow the steps below in order to setup your Sentral for Parents app on your mobile phone.

The presentation may differ slightly between devices. On an Android device such as a Samsung Galaxy smartphone, you may see the following screens.

Ensure you have the letter from Toormina High School with your child/s access key for this setup.

STEP 1: Download and register on the mobile app

1.1 Download and install the **Sentral for Parents** app from either the App store or the Google Play store, in accordance with which device you have.

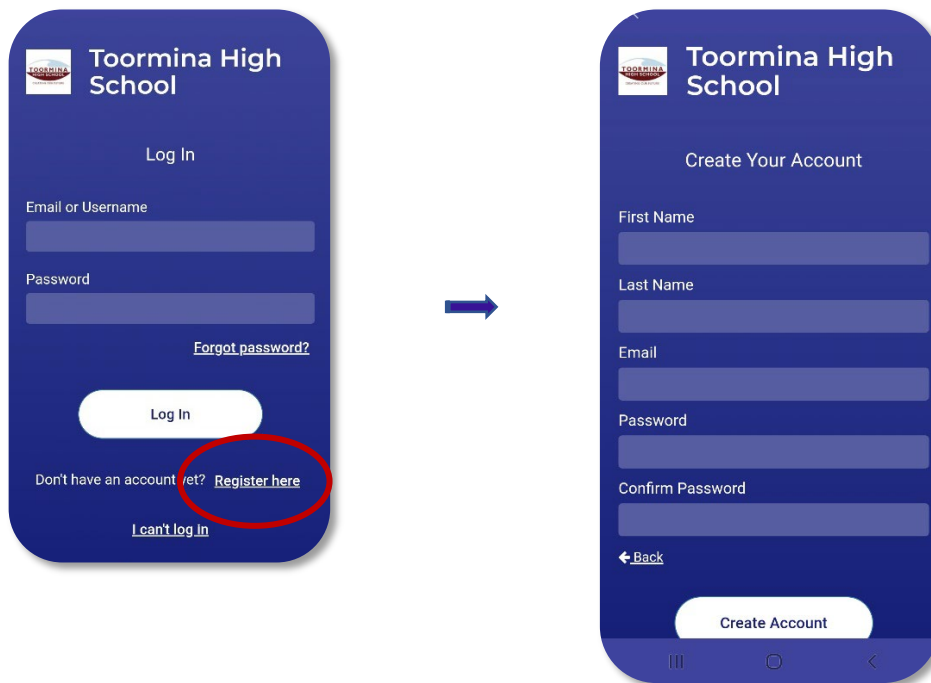


1.2 Tap on the “Search school name” box and then start typing “Toormina...” and you will see the Toormina school names appear. Tap on **Toormina High School**. On the subsequent screen click “Next”.



1.3 Now you need to Register, so before entering any details you must tap on “Register here”

1.4 Add your details on the next screen, including your email address which will be your future login to the app. When finished, tap on “Create Account”

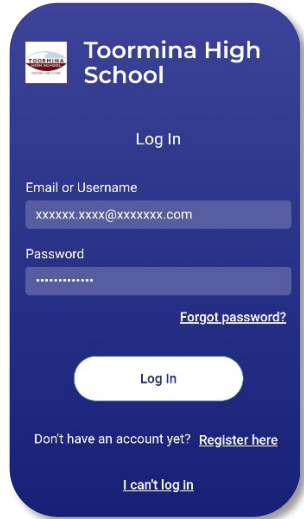


Sentral will now create your Parent Portal account & will send you an email requiring verification of your details. Please go to your email & click on the link to confirm. After this step you will be able to go back to the app & login with your email & new password.

STEP 2: Login and add your child or children to your Sentral Parent Portal app

2.1 Go back to the app & login with your email & password.

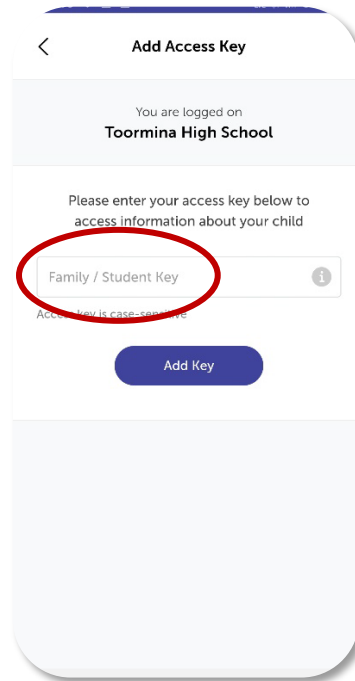
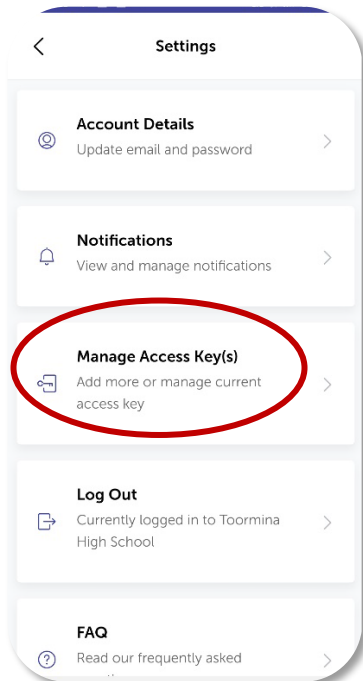
2.2 Then tap on the Cog at the top right to enter your settings



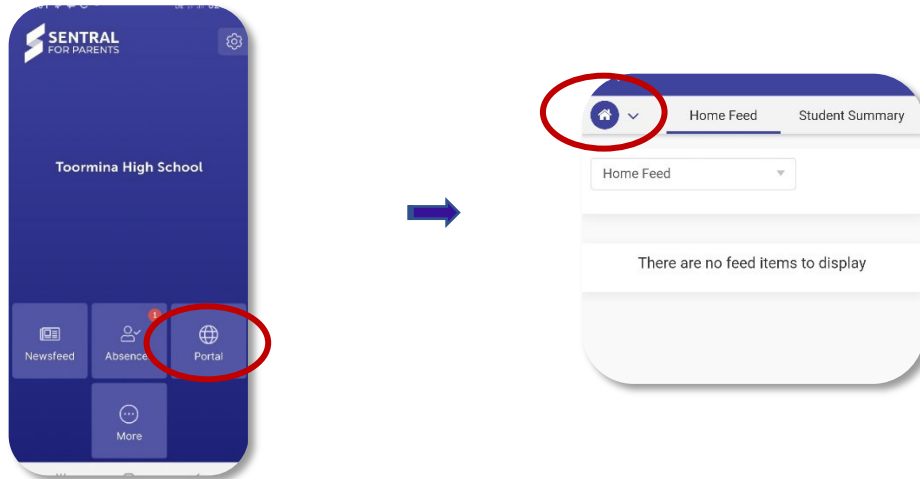
NOTE: after login, on some phones you will go straight to step 2.4 to input your Key

2.3 Tap on Manage Access Key(s)

2.4 To add your child or children to the app, tap on the “Family / Student Key” box & type in the Access key provided in the letter received from the school. Then tap the “Add Key” button.

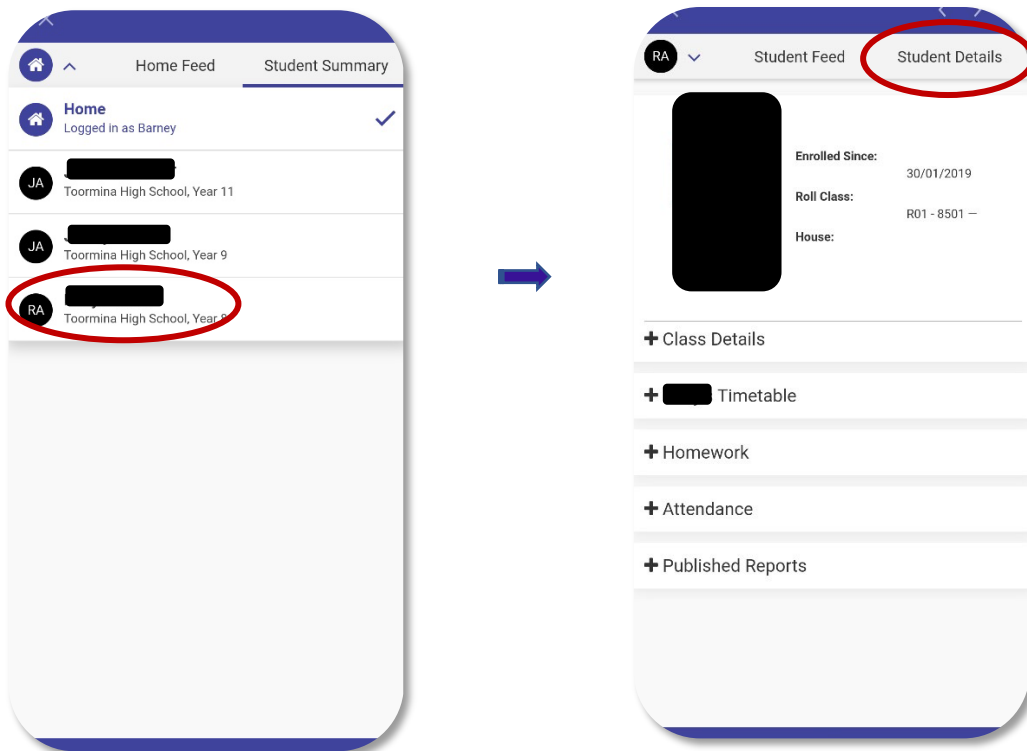


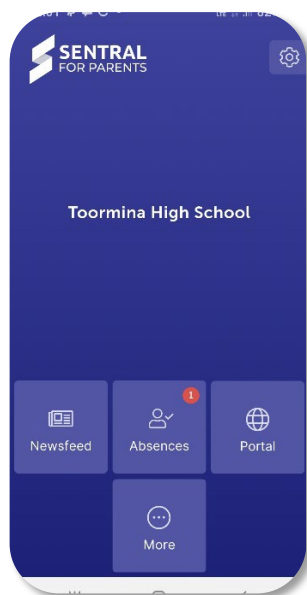
2.5 Next you will see the Welcome message & Preferences setup & when complete you will be presented with the Home Screen. Tap on Portal. Then tap on the house icon at the top left. You should then see which children have been successfully linked to your Parent Portal.



2.6 Tap on a child to access more detailed information.

2.7 Tap on Student Details. You can then select to view your child's timetable, attendance data or school reports.





In future when you access the Sentral for Parents App, you will be able to:

- Advise of your child's absence from school in the "Absences" module.
- Access your child's details by going to the "Portal" module.
- The Newsfeed will provide a variety of information, such as advising parents of the release of School Reports or providing a copy of the Subject Selection Handbooks for relevant Year groups.
- Over time more features of the Sentral for Parents App will be utilised as more parents adopt usage of this app as a tool for communication & information.

Please note that Sentral also offers a web portal for students and parents with similar functionality. This is accessible from the Toormina High School website > Links > Sentral for Students and Parents > click on the link for the Sentral Student and Parent Portal.

