



YOUR SCHOOL PORTAL

Melrose Primary School utilises an online School Portal mobile app to support the important three-way partnership between the classroom teacher, parents and their child.

The School Portal provides real-time access to information to ensure that parents and guardians are kept informed of their child's learning and progression through their primary education.

The School Portal mobile app has a growing list of functionality and provides access to:

- Approve school activities
- Approve attendance
- Student reports
- Teacher contacts
- School Calendar

Visit the App store for iOS or the Google Play store for Android devices and search for 'School Portal' to download the app. Once downloaded, launch it and enter either the mobile phone number or email address associated with your child's enrolment at the school. You will then be sent a 6-digit verification code to the email address or mobile number entered.

Please contact the school on (02) 6059 1955 if you require assistance accessing this.



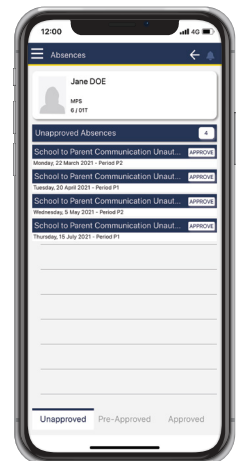
STUDENT ATTENDANCE

Pre-approved attendance

From the School Portal, pre-approved absences can be entered for when it is known in advance that your child will be absent. A note about the absence along with a duration and type of absence can be entered via the portal. This will make staff aware of the absence when they mark their class attendance.

Unexplained absences

If your child has been absent, an explanation for this absence can be entered via the School Portal by selecting the 'UnApproved Absences' option from the menu. This will request a type of absence and allow an opportunity for a note to be entered which will be available for your child's teachers to view.

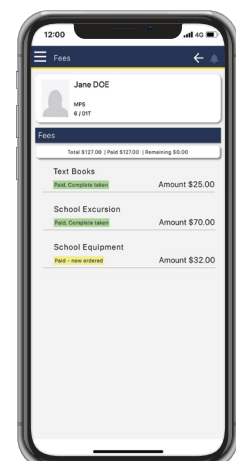


PAYMENTS

Students fees can be paid for via BPAY on your online banking, by phoning the office and using your credit card or by sending cash in with your child to the school office.

Payments made via BPAY and credit card will be updated within the portal after they have been processed by the school office. Visit the 'My Details' tile from the homepage of the app to find your BPAY information.

New fees will become available when a new school year commences or when they are invited to participate in new activities.

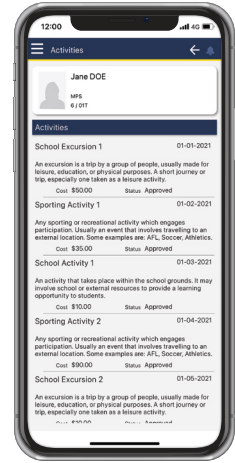




STUDENT ACTIVITIES

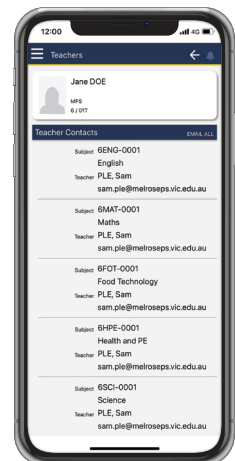
In the 'Activities' section of the School Portal mobile app, consent can be made for student activities, preventing the need for printed permission slips to be distributed.

Once your child has been invited to participate in an activity, you will receive a push notification through the mobile app. You will then be able to approve their participation, provide an additional note to the staff member organising the event.



SCHOOL CONTACTS

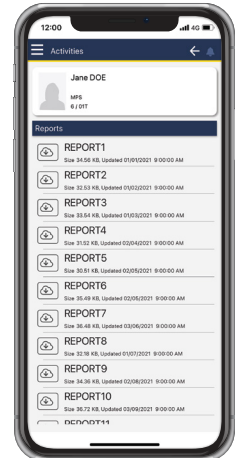
Easily accessible through the School Portal are your child's teacher and School Leader contacts. This makes it easy to make contact with these key people involved in your child's time at school. You can send an email to each of these staff by either tapping on them individually or the 'Email all' button located at the top of the list.



STUDENT REPORTS

Your child's progress reports are available to be downloaded and viewed from the School Portal, these are updated after every reporting cycle to ensure that you have access to the most up to date information.

Historical student reports from their time at the school are also made available through the School Portal.



FREQUENTLY ASKED QUESTIONS

- Q: Can more than one parent or carer have access to the School Portal?
 A: Yes, each parent or carer that is assigned to the student upon enrolment can login using their email address or mobile phone number. Please contact your school to update enrolment information.
- Q: I have children that attend other schools in the area, will they also appear in the same app or will I need different account details?
 A: Yes, if your school uses the School Portal, these all appear in the one location under the 'My Family' area. Please ensure that your contact mobile phone number and email address are the same across these schools.
- Q: How can I access my BPAY details for making payments?
 A: From the dashboard of the app, tap on the 'My Contacts' tile, this will display your contact details recorded at the school as well as your BPAY information.

