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| **Sentral e-resource** |

Please copy the below content on to a School Letterhead

Dear Parent/Guardian/Family member,

WELCOME TO XXXXXX PRIMARY SCHOOL

Communicating with parents and families and keeping everyone up to date with what is happening with your child is important to XXX Primary School. As a family who has a newly enrolled Prep/Kinder student, we highly recommend that you add this communications app to your mobile device.

XXXXXXXX Primary School uses the **Sentral for Parents** app to communicate with parents about everything that is happening at our school.

The **Sentral for Parents** appis downloadable in the Apple App Store or Google Play stores.

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The **Sentral for Parents** app looks like this inside these online stores.

At the beginning of the 20XX school year you will receive a letter and/or email addressed to yourself which lists a “Family Access Key” or “Student Access Key” this is a uniquely identifiable key which connects you to each individual child in your family unit. Each different family member must have their **own** User Account / Login as well as their own Family or Student Key for the Sentral for Parents app.

We highly recommend that you also keep the real time notifications of the Sentral for Parents app turned **ON** so that you receive information about your child in a timely way. Notifications are organised by your individual mobile device in “Settings” as well as within individual apps under “Notifications”.

On the **Sentral for Parents** app you will:

* receive **real-time notifications and messages** from the school or your child’s classroom teacher
* accept or decline permission forms for excursions and incursions
* explain reasons for your child’s past absence
* submit future student absence requests for your child

School’s please customize this section to show the tiles you are keeping on the app and the tiles you have turned off.

* view/read/download academic reports
* message your child's classroom teacher
* view the school’s community calendar
* book parent/teacher interviews
* view/read/download newsletters
* view school documents, such as policy documents
* receive sick bay notifications
* view and pay payment requests for school events your child is a part of.

Regards,

XXXXXXXXX

Principal

XXXXXXXXXX Primary School