



SNOWY
MOUNTAINS
GRAMMAR
SCHOOL

CHALLENGE **BELONG** EXPLORE



COMMUNICATIONS HANDBOOK

A guide to how the School communicates with our families

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Introduction

In our dynamic learning environment, effective communication plays a crucial role in fostering productive engagement between staff, students, parents and carers, and our boarding community.

This communications handbook serves as an important resource that provides information about the school's operations and outlines the various channels through which regular communication takes place.

What do we communicate with families?

When you enrol at Snowy Mountains Grammar School, you will receive information from the school across the areas of administration and operations, academic and course-related information, and medical and permission information. The communications in these areas may consist of:

- event information
- operational notifications
- requests for permission to attend events, trips, camps, excursions, etc.
- reports
- changes to timetables
- staffing changes
- links to the school newsletter
- assessment tasks
- reminders.

Overview – The structure of our primary communications platforms





Sentral Parent Portal

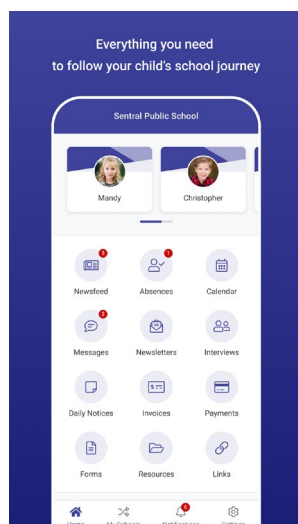
The Sentral Parent Portal is our Student Management System. It provides you with information about your child's progress at our school. This portal also provides information and administration facilities for parents, carers, students and staff.

Parents and carers can perform tasks such as:

- notifying the school of your child's absence (whole and part day)
- accessing your child's school reports
- messaging your child's teachers
- viewing the school calendar
- manage and update your child's medical information
- manage all permissions for excursions, sport and activity
- finding links to school resources and information
- viewing your child's timetable
- receiving notifications and information from the school.

Nominated at the time of enrolment, all preferred contacts of each student must complete the Sentral Parent Portal registration process and use the Sentral Parent Portal as a member of the SMGS community.

Preferred contacts of families may also wish to download and utilise the Sentral for Parents App.



How do I join and access Sentral?

Once enrolled at SMGS, the preferred contact(s) you nominated at enrolment will be sent an invitation via email to join the Sentral Parent Portal. You will also receive a Sentral access key with this email to link your child to the portal.

Please note that you can only register for the portal using a computer (desktop or laptop), not your mobile phone or tablet. You must use a valid email address to create your account.

When you have successfully completed the registration and you have linked your child to your account, you will need to use your personalised access key that accompanied the initial invitation from the school to view your child's profile. Please bookmark the following URL for access to the portal:

www.smgs.sentral.school/auth/portal

Download the Sentral for Parents App

Parents also have access to the Sentral for Parents app which is available for Android and iOS devices:



Should you experience any difficulties, please do not hesitate to contact our support team for assistance at: techsupport@smgs.nsw.edu.au.

Sentral Parent Portal Functions

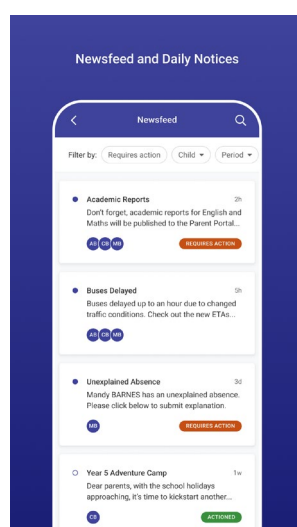
Student Profile

- Teacher details
- Academic reports
- Attendance record
- Timetables
- Activities
- Permissions
- Wellbeing (Middle and Senior Schools)
- Medical.



Newsfeed

The newsfeed is where administrative and operational messages from staff and teachers will be sent. Newsfeed items are easily searchable. Filters are applied to newsfeed items so that families only receive information applicable to their child's year level.



Daily Notices (MS/SS Only)

The Daily Notices function enables parents and carers to see the administrative and operational messages sent from Middle and Senior School staff to your child. No action on your part is required.

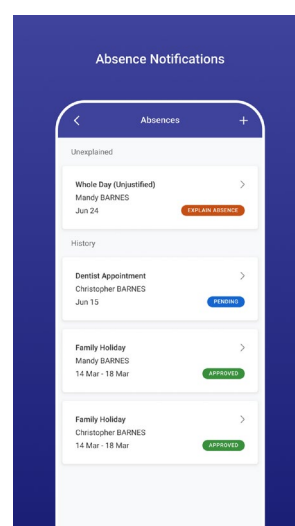
Examples may include: notifications about activities, upcoming events, changes to classrooms or timetables, etc.



Absences

Requests for student leave or notification of a student's absence from school (whole and part day/s) must be submitted via Sentral Parent Portal or app. You will receive notifications through the app when any application for leave has been approved.

If a student has been marked as absent from class and a notification of absence has not been received by the school, an SMS message will be sent to the student's preferred contacts, advising them of the absence and asking them to provide an explanation for the absence via the app.



Sentral Parent Portal Functions (cont.)



Calendar

The calendar is home to all Kindergarten to Year 12 school events. By clicking on the event, parents and carers will be able to see details about the event, any actions that may need to be taken, resources required and who to contact for queries.

Event titles will also include a naming convention:

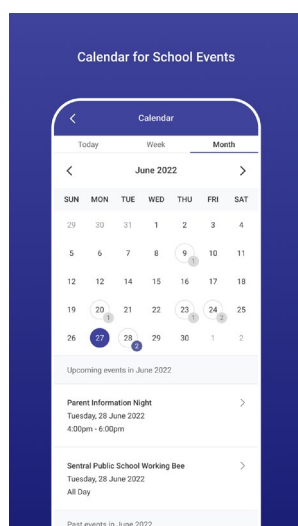
WS: Whole-School Events

JS: Junior School Events

MS: Middle School Events

SS: Senior School Events

EE: Enrolment Events that are open to the public.



Resources and Events

The resources and links buttons house important operational information for all SMGS families, such as:

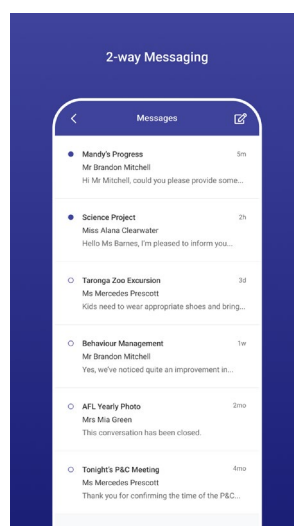
- Uniform shop
- Assessment schedules
- Handbooks
- Carnival results
- Canteen
- Aspects, the school newsletter
- Book lists
- Stationery lists
- Term dates
- Fee schedules.



Messages

The messages function allows for **day-to-day informal two-way messaging** between parents and carers and teachers. The functionality is similar to messaging on your mobile phone.

All families in Kindergarten to Year 12 may utilise this function to connect with their child's teacher. Email is also still suitable.



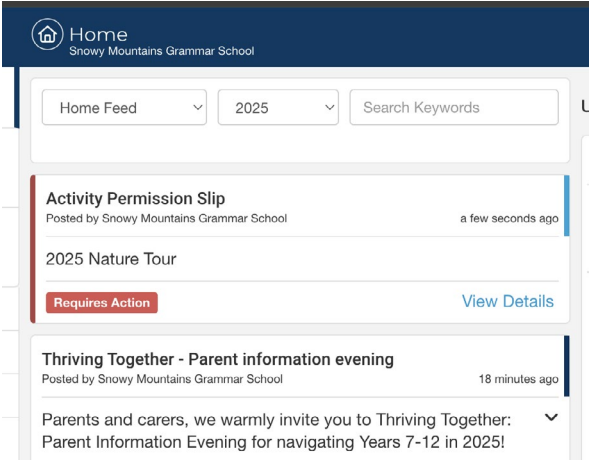
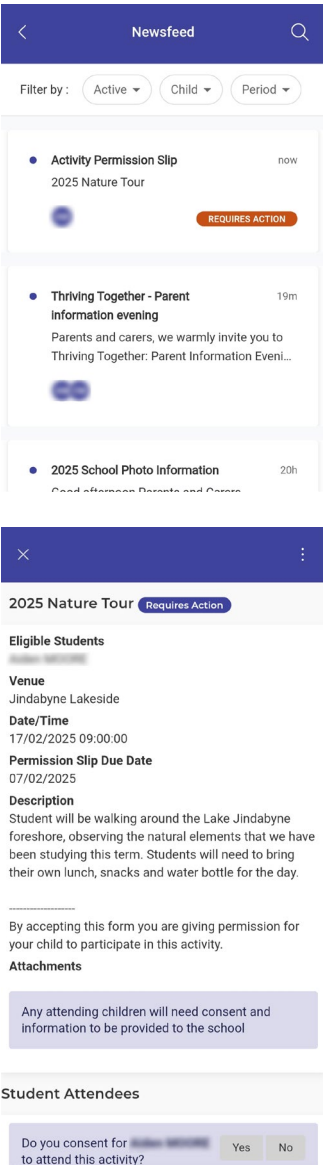
Interviews

Parent-Teacher Interviews are scheduled through the Sentral Parent Portal/App. To book your interview, please log on to the Sentral Parent Portal/App and choose the "Interviews" option.

Sentral Parent Portal Functions (cont.)

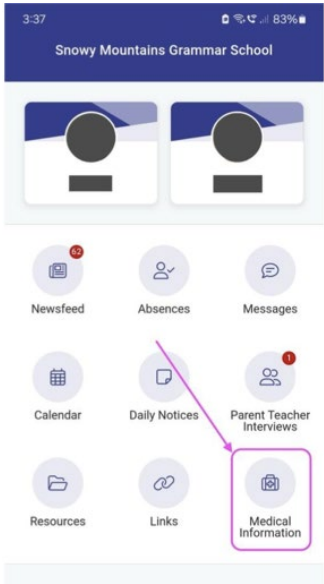
Permissions

When a student is participating in an excursions, sport and activity, a notification will be sent to parents via the feed in the Sentral Parent Portal or Sentral for Parents app. This will include information about the activity and when required, will prompt parents to provide their permission for the student to attend the activity.



Medical

All student medical information, including doctors' contacts, medical conditions, medications and other medical data, can be updated by parents through the Sentral Parent Portal or Sentral for Parents app.





Canvas

Canvas is the SMGS Middle and Senior School online learning management system (LMS). It is a central location that connects students with every aspect of their learning.

As a parent or carer, you can 'observe' your child, ensuring you have full visibility into their work, including progress, results and teacher interaction.

How do I join Canvas?

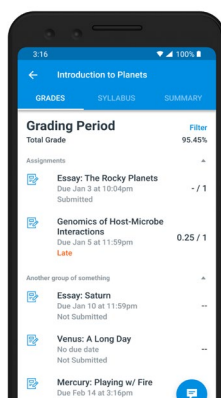
To join Canvas, please head to:
www.smgs.nsw.edu.au/parents/canvas-support

Download the Canvas App

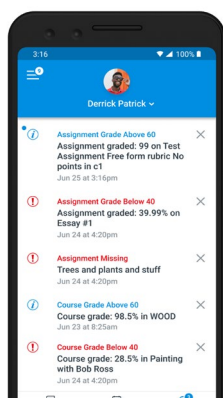
Parents also have access to the Canvas app which is available for Android and iOS devices:



Monitor your child's performance



Set and view course alerts



SeeSaw

In the Junior School, SeeSaw provides a personalised window into your child's school life, through photos and videos. Both students and teachers upload student work to this platform.

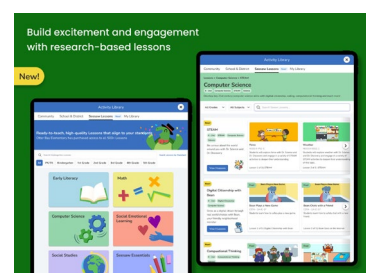
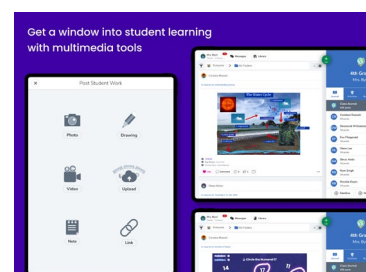
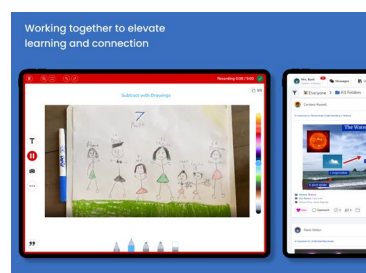
SeeSaw can be accessed on desktop computers/laptops or via the mobile app.

How do I join SeeSaw?

Prior to your child's first day at SMGS, the preferred contact from your family will receive an invitation from your child's teacher to join SeeSaw. Follow the instructions in the invitation to connect to SeeSaw.

Download the SeeSaw App

Parents also have access to the SeeSaw app which is available for Android and iOS devices:





Reach

Reach is used to manage student leave requests from the boarding house. A reminder that leave requests/ absences from school are to be made via the Sentral Parent Portal or app.

How do I join Reach?

Families will be given access to Reach upon enrolment.

Download the Reach App

Parents also have access to the Reach app which is available for Android and iOS devices:





SNOWY MOUNTAINS GRAMMAR SCHOOL

CHALLENGE BELONG EXPLORE

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