



Parent Portal Guide

Sentral for Parents | **BMGS Parent Portal**
Edition 2021 1.4

Date Published
22/08/2021

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Welcome to the BMGS Parent Portal

Welcome to Your Parent Portal

Blue Mountains Grammar School is delighted to introduce Sentral for Parents Portal website and free App, powered by Sentral and a service of our new Mezzo School Management System.

This exciting communication platform will keep you fully informed about everything happening at the school and make it easier than ever for you to manage your child's education - anytime, anywhere.

The Parent Portal includes a range of features allowing you to:

- Send absences requests and respond to unexplained absences
- Respond to Excursion and Activities Permission Slips
- View Attendance information
- View the Portal Calendar
- Update your Contact Information
- Download School Documents
- Link to other school platforms
- Link to Pulse, the School weekly newsletter
- Read letters and communication from the Headmaster and Heads of School
- View Activities

Later in Term 4, 2021, the Parent Portal will include even more features to make your life easier including access to your child's Academic Report.

I am confident that you will see the benefits of your registration immediately and be part of our journey in delivering this facility to you. We hope to provide you with seamless communication and a more significant role in the day to day management of your child's educational journey at our school.

Should you require assistance, please do not hesitate to contact Andrea Jackson or John Cooney on 4757 9000 for assistance. I also look forward to hearing from you about your experience with our Parent Portal platform and App.

Kind Regards



Ian Maynard
Headmaster



New Portal Features

Parent Portal Features NOW AVAILABLE!

We are excited to release more time-saving features to our new Parent Portal website and mobile app available from Monday 25th October 2021. Email ajackson@bmgs.nsw.edu.au to register if you have not yet received your Portal Registration email.

Permission Slips

Activity Permission Slips for excursions and incursions now appear in your Portal Home Feed ready for you to action.

1. Select View Details for the Activity Permission Slip – Requires Action in your Home Feed to display Permission required screen
2. Tick the radio button to either grant or deny permission for your child to attend the event
3. Enter any amendments to medical details and Additional instructions for the event and Submit

The screenshot displays the Sentral Parent Portal interface for Blue Mountains Grammar School. The central Home Feed shows a post titled "Activity Permission Slip" for a "Yr11 PDHPE First Aid Incursion" posted 6 hours ago. A red box highlights the "Requires Action" button, with a red arrow pointing to it. Below this, another post for "2021 BMGS Bus Service Information Sheet" is visible. The right-hand sidebar contains sections for "Homework" (listing tasks like 11PDH1, 11MATS1, and 11BIO1), "Upcoming Events" (listing cancelled events and tutoring sessions), and "Messages". The left-hand navigation menu includes options like Home, Messages, Absences, Newsletters, Daily Notices, School Resources, My Details, My Access, Help & Information, Links, and Logout.



Permission Required screen – Activity Information

Tick radio button to grant or deny permission

Enter any Amendments to medical details and additional instructions for Activity

Click Submit

New Absence Notification

You can now send new absence notifications via the Portal, informing the school that your child will be away from school on a given day or days. It only takes a few seconds to complete.

1. Select Absences from left menu
2. Click Notify of an Absence green button
3. Complete New Absence window field and Send

Notify of an Absence button

Complete New Absence fields and Send

Respond to Unexplained Absences

If your child has been marked as Absent by 9am you will receive a notification on the Parent Portal (and also by email) requesting that you action the Unexplained Absence.

1. Select the Absence post from the Portal News Feed or select Absences from the left menu to display the Explain Absence window
2. Enter the Explanation for the absence and Submit



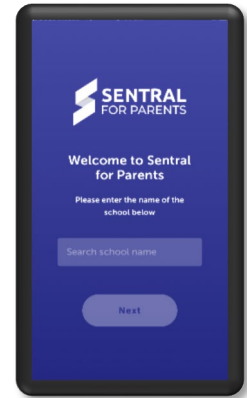
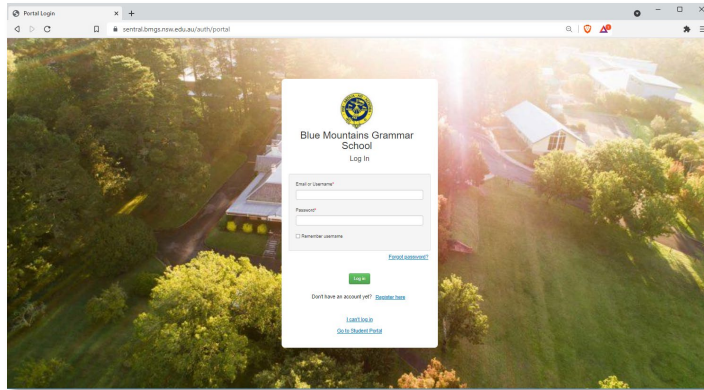
The screenshot shows the 'Absences' section of the Sentral Parent Portal. On the left is a navigation menu with options like Home, Messages, Absences, and My Details. The main content area displays a notification from a student (ID 281192921) stating 'Unexplained absence' with a link to 'Student'. A red box highlights this link with the text 'Click the Unexplained absence link'. To the right is the 'Explain absence' form, which includes fields for 'Date absent', 'Reason', and 'Comment', followed by a large 'Explanation' text area and a 'Submit' button. A red box highlights the 'Explanation' field with the text 'Enter the explanation for the absence and Submit'.



Register to Use the Parent Portal

Sentral for Parents Site and App Registration

We have sent you an email with everything you need to know and do to register to use the BMGS Parent Portal and Sentral for Parents App.



Step 1: Register to Use the Parent Portal

3. Receive the BMGS Sentral for Parent email
4. Click the Registration URL in the email to go to the Sentral Portal Registration page
5. Enter First Name
6. Enter Last Name
7. Enter your Email address. You must use a valid email address to create your username.
8. Enter a password of your choosing
9. Confirm your password
10. Click Create Account button

You will now receive an email confirmation your Portal registration

Step 2: Confirm Portal Registration

1. Click Verify button in your confirmation email

You will now be taken to the Sentral for Parents portal

Step 3: Enter Your Access Key

1. Click + Add New Access Key button to display the Access Key panel
2. Enter the Access Key provided in your email

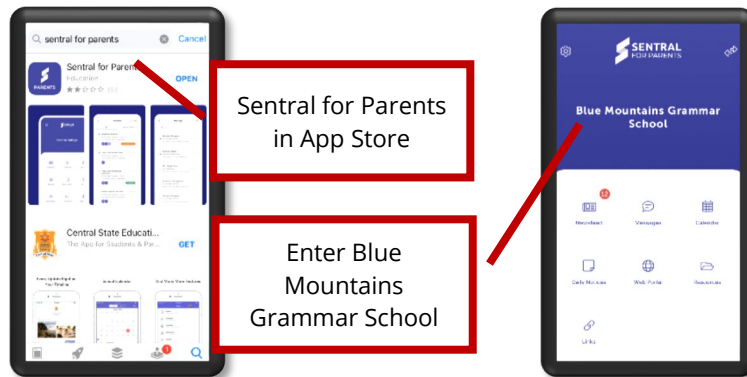
Step 4: Bookmark Your Parent Portal URL

1. Bookmark Sentral for Parents URL portal.bmgs.nsw.edu.au
- 2.



Step 5: Download the Sentral App

1. Go to your Mobile phone App store



2. Search for the Sentral app
3. Download the App
4. Search for Blue Mountains Grammar School
5. Log in with your registered email and password



Explore the Parent Portal Site

Your Home Page

Your Parent Portal Home page on the website has three main panels displaying information and links. The left panel has links to your child's information as a range of menu options. The middle panel displays the Student's Feed. The right panel has expandable menu options for your child or children.

The screenshot shows the Parent Portal Home page for Blue Mountains Grammar School. The page is divided into three main panels. The left panel contains a navigation menu with options like Home, Student, Messages, Absences, Daily Notices, School Resources, My Details, My Access, Help & Information, Links, and Logout. The middle panel displays the Student's Feed, showing a 'New Message' and a 'Frequently Asked' section. The right panel displays 'Upcoming Events' with a list of events including Vita Musicale, Week GA, CANCELLED Student Led Conference/Parent Teacher Interviews, Chapel Stage 6, English Tutoring, Stage Band Co-Curricular, and Winter Sport Training. Red boxes and arrows highlight the 'Feed Notifications land here' area, the 'Left Panel Menu Options' area, and the 'Upcoming Events' area.

If you have a child in Senior School, your Home page will also display Homework posts at the top of the right panel.

Portal Links

1. Click on blue text links to link to more information anywhere on the Portal
2. [View Details](#)
3. [View Details](#)
4. Click Messages button top right of on the Home page banner to display and respond to Messages

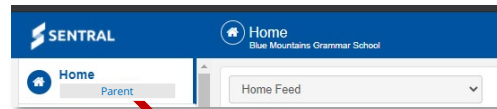
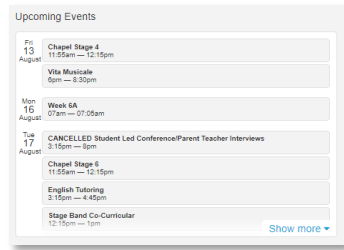


5. Click Notifications button top right of on the Home page banner to display and respond to Notifications



Navigate the Home Page

1. Click Home Logged in as [Name] button top of left panel to return to the Home Page and to display Upcoming Events right of page



'Home Logged in as' button

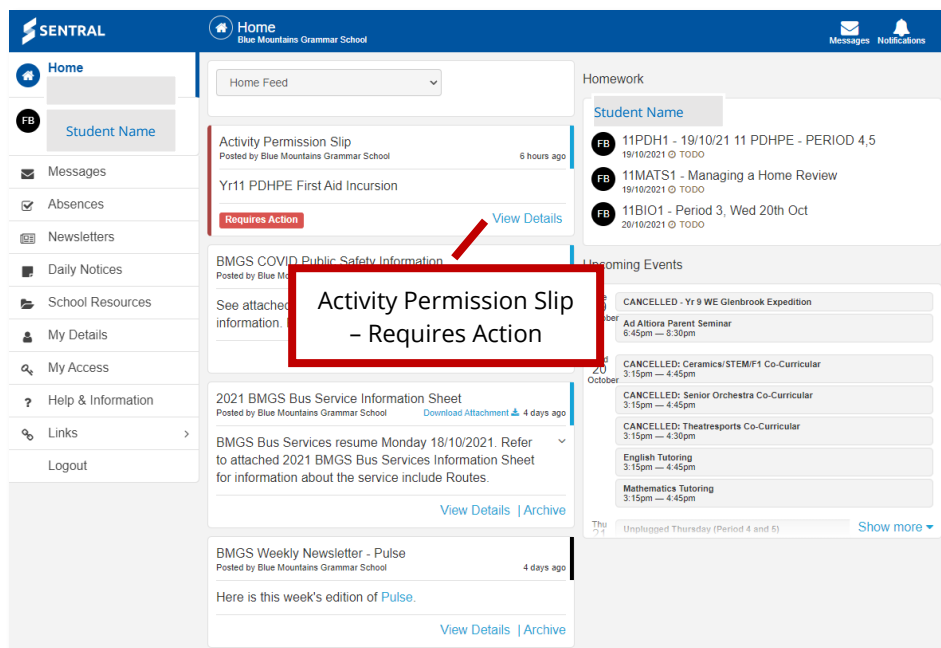
View Child Information

1. Select your Children Name button in the left panel to display their information in the right panel
2. Select Homework to expand Home Learning or Lesson Plans posted by teachers
3. Select Attendance to view your child's attendance information
4. Select Timetable to expand Senior School Timetables (where applicable)
5. Select Activity Participation to expand excursions, incursions, co-curricular and other special events your child is participating in.

Activity Permission Slips

Activity Permission Slips for excursions and incursions appear in your Portal Home Feed ready for you to action.

1. Select View Details for the Activity Permission Slip – Requires Action in your Home Feed to display Permission required screen
2. Tick the radio button to either grant or deny permission for your child to attend the event
3. Enter any amendments to medical details and Additional instructions for the event and Submit



Permission Required
Blue Mountains Grammar School

Messages Notifications

Permission required

Event
Yr11 PDHPE First Aid Incursion

Venue
Senior School Wentworth Falls Campus

Date/Time
01/11/2021 08:00:00

Permission Slip Due Date
29/10/2021

Description
First Aid Course - 'Provide first aid in an education and care setting'. Venue: Sports Centre, Mezzanine

Attachments

Consent to attend

Permission required for

Parent **grant permission for** Student **to attend this event**

Parent **deny permission for** Student **attend this event**

Please review the following details and confirm that they are complete and accurate. If anything is incorrect or missing, supply the relevant details below.

Medical details

No medical conditions recorded.

Amendments for medical details

Additional instructions for this day/event

Respond to Messages

Teachers and staff can post messages to you that you can respond and reply to.

1. Select Messages from the left panel to display Message posts

Mrs Andrea Jackson 12th August, 2021 at 4:28pm

Test from Andrea

Allison Olmos 12th August, 2021 at 4:28pm

Received!

Reply

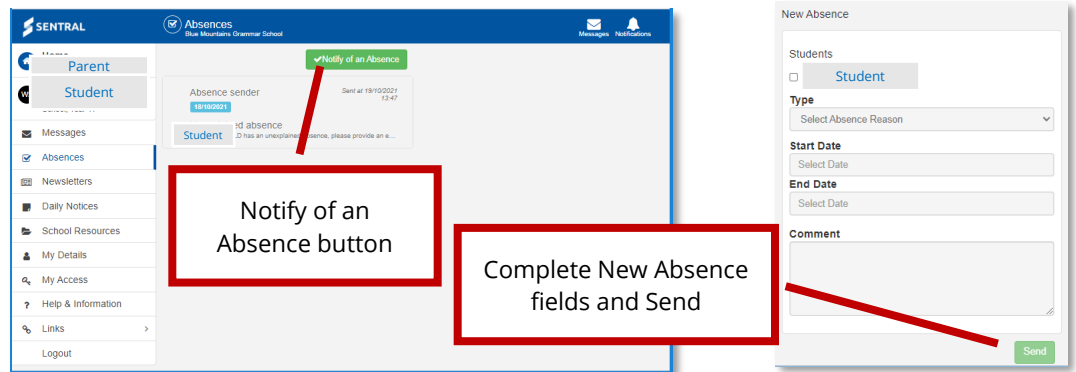
- 2.
3. Click a Message to display the message and Reply window
4. Enter a reply and click Send button as required
5. Click Delete button to delete a Message as required



Notify Future Absences

The Notify of an Absence button allows you to create a new absence for your child, informing the school that your child will be away from school on a given day or days. It only takes a few seconds for you complete.

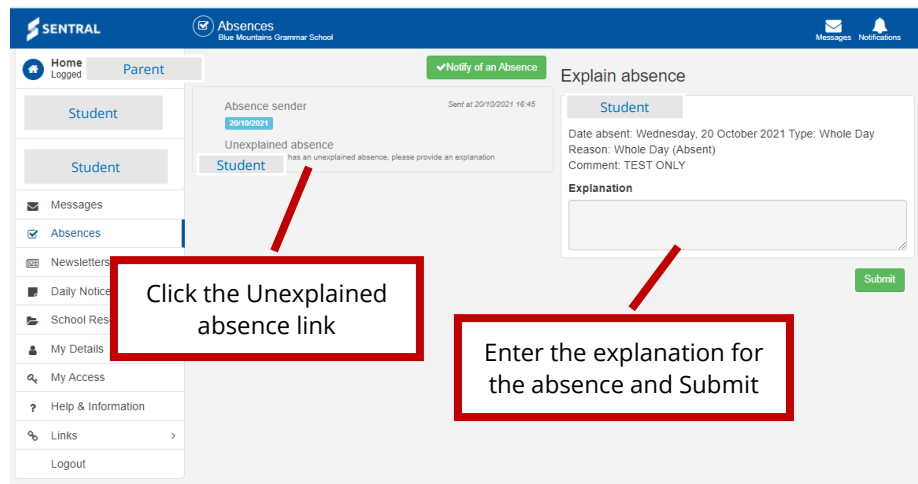
1. Select Absences from left menu
2. Click Notify of an Absence green button
3. Complete New Absence window field and Send



Respond to Unexplained Absences

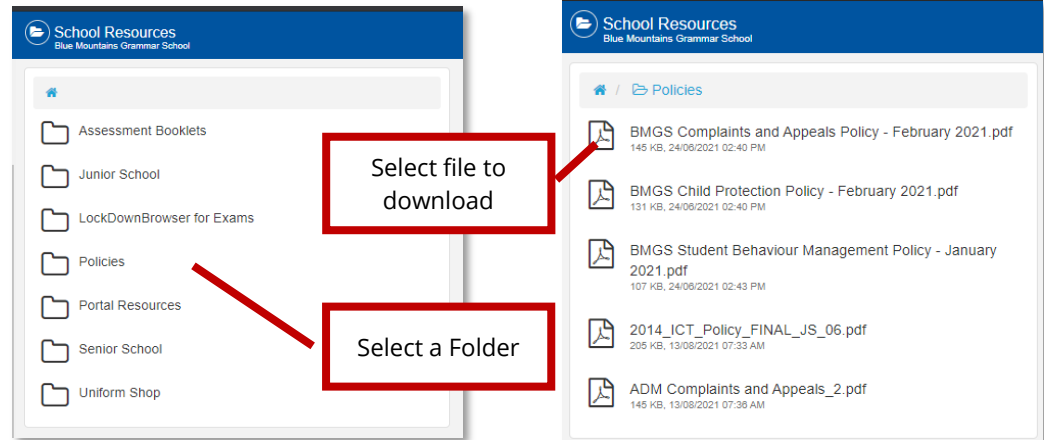
If your child has been marked as Absent by 9am you will receive a notification on the Parent Portal (and also by email) requesting that you action the Unexplained Absence.

4. Select the Absence post from the Portal News Feed or select Absences from the left menu to display the Explain Absence window
5. Enter the Explanation for the absence and Submit



Access School Resources

School Resources contains folder that hold downloadable documents including Junior School and Senior School specific resources, Policy documents, Uniform Shop forms and prices and Assessment Booklets.



1. Select School Resources from the left panel
2. Click a Folder
3. Click a File to download the document

Edit My Details Information

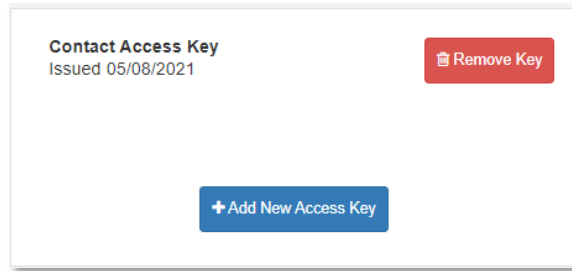
1. Update your contact information and Parent Portal password in My Details.
2. Select My Details from the left panel menu
3. Click Edit button for the Information section you want to update
4. Update date the relevant fields in the window
5. Select Submit Details button

The image shows two screenshots of the 'My Details' form. The left screenshot displays the 'Update Password' section with three input fields: 'Current Password', 'New Password', and 'Confirm Password'. Below the fields are 'Submit' and 'Cancel' buttons. The right screenshot displays the 'My Details' section with an 'Edit' button in the top right corner and four labels: 'Name', 'Email', 'Phone', and 'Address'.

My Access

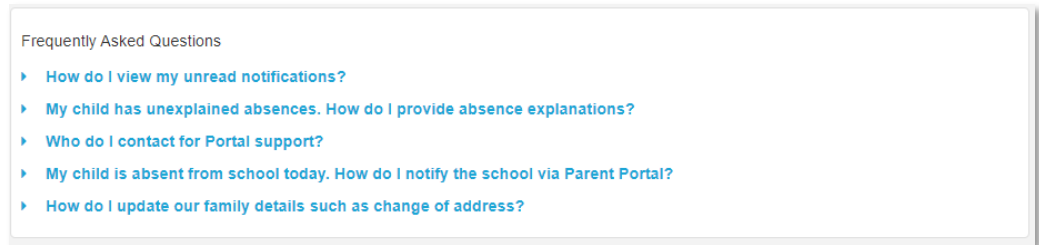
Displays the date you were issued a Contact Access Key and the Students Linked to your Portal Account.



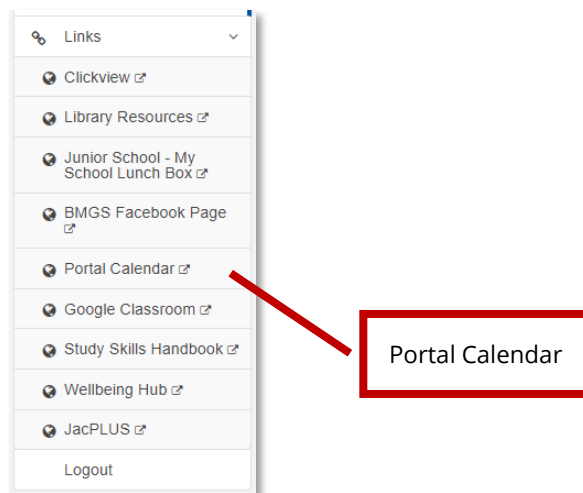


View Help and Information

1. Check Frequently Asked Questions about the Parent Portal in this Section.



Use Links



View Portal Calendar

View the Portal Calendar to see scheduled events including excursions, co-curricular events, representative sports events.

1. Select Links from the left panel menu
2. Select Portal Calendar to display the Portal Calendar



View Attendance Information

Attendance

Term 1: 100% [View attendance summary](#)

Term 2: 99.9%

Term 3: 100%

Term 4: -

Overall: 100.0%

View Timetable

2. Select View full Timetable link to see full Timetable view

Timetable [View full timetable](#)

0	
AM	
SS	
1	
2	
R	
3	
T	
L1	
L2	
4	
5	
PM	
6	

Senior School Student Timetable

Junior School students do not have a Timetable

Timetable [View full timetable](#)

0	
AM	
SS	
1	Engineering Studies Y09+10 (STREGG1) Room AD15 with Ms L. Harrison
2	Physical Activity & Sports Science Y09+10 (STPSA52) Room SC12 with Mrs M. Anagnostopoulou
R	
3	Science Y09 (SSRC13) Room P5 with Mrs M. Airth
T	
L1	Tutor Group Y08 (ROLL09H) Room AD15 with Ms L. Harrison
L2	
4	PD/PE Y09 (OSDP/EB) Room A3 with Ms G. Hoffmann
5	
PM	HSIE Y09 (09H/5E) Room A1 with Ms J. Hines
6	

View Activity Participation

Select Activity Participation on right panel menu to view your child's Activities information.



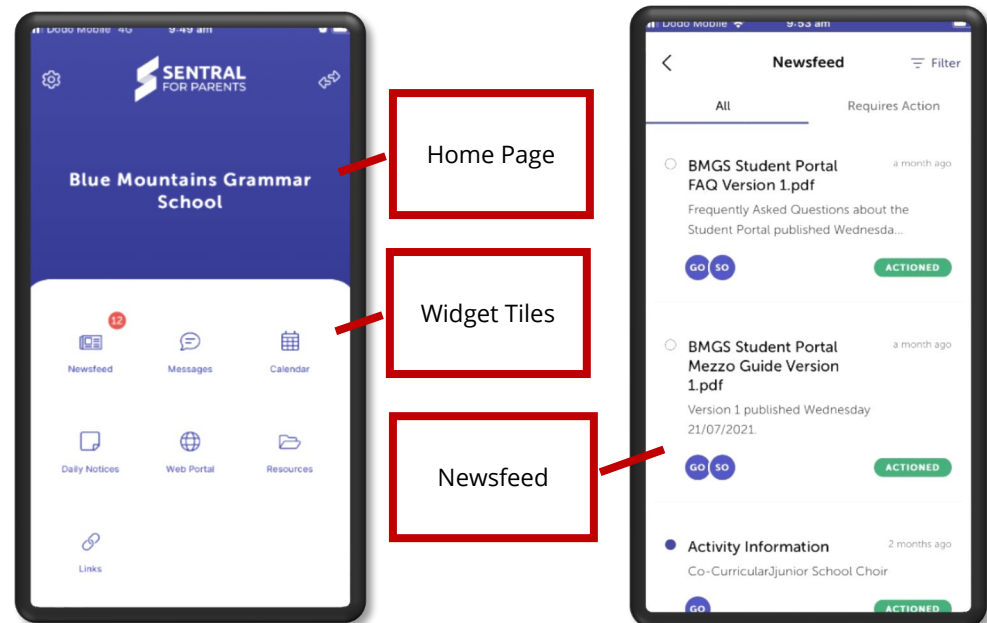
Exploring the Sentral for Parents App

About the Sentral for Parents App

The Sentral for Parents App allows you access communication and information from the school.

Home Page

Once logged in, you will see the home page with general information, menu items. The home page provides a list of news feed items, upcoming events, messages, and notifications. You can also access your child's Student Portal through the App and are able to view their Student Feed, Attendance, Homework, Timetable, Activity Participation, Classes.



Newsfeed

Newsfeed delivers general information posts. The number of unread / unactioned Newsfeed posts displaying in red over the Newsfeed widget on the Home Page. If Newsfeed items require action, an orange note will display **Requires Action**.

1. Select the Newsfeed post to see more information
2. Click links and follow prompts
3. Select Activity Permission Slip to approve or deny permission to attend excursions and activities

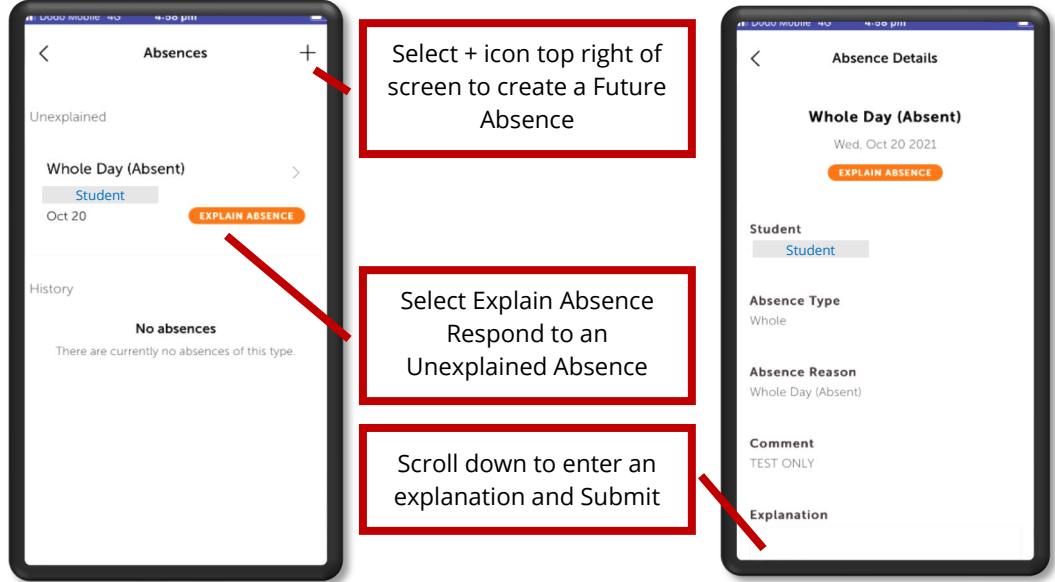
Future Absence Request:

1. Select the Absences Tile button on the Home Screen
2. Select + button top right of screen to display the New Absence page
3. Complete the New Absence screen and Submit



Respond to Unexplained Absences

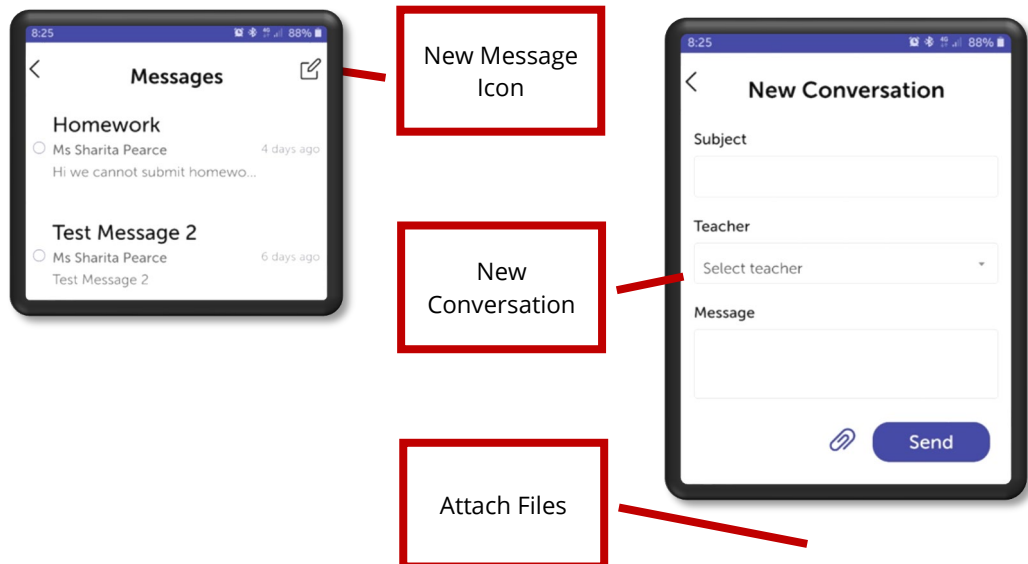
1. Select Explain Absence notification from the Home Feed



Messages

Messages sent by Teachers are posted to this widget for you to read, respond and reply to as required.

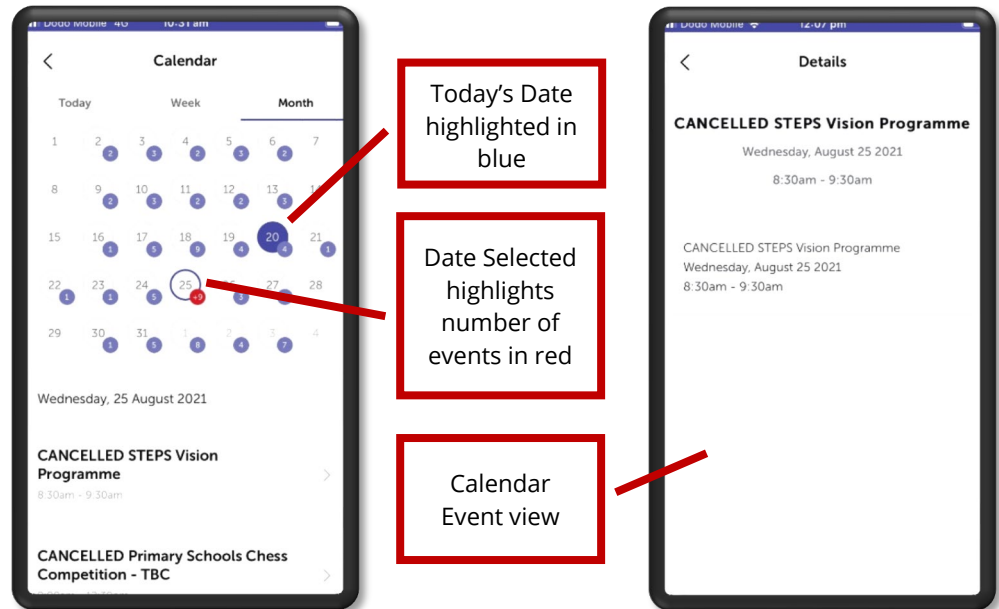
1. Click on a Message post and respond to the message
2. Click New Message icon to send a message to display the New Conversation screen
3. Compose your New Conversation message
4. Click Paper Clip icon to attach files as required
5. Click Send button to send your message



Calendar

The Calendar allows you to view Whole School Calendar events with the number of events for each day displayed on the date.

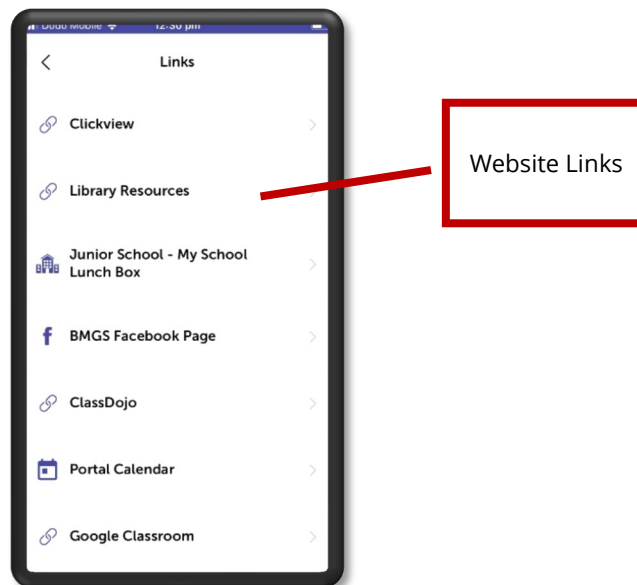
1. Select a date to display the events for the day on the bottom part of screen
2. Select an event to open up the event to view more information



Links

You can navigate to useful and commonly used URL links supplied by school such as Clickview, Junior School – My School Lunch Box, Google Classroom and BMGS Facebook Page.

1. Scroll down the Links screen
2. Select the link you want to go to.

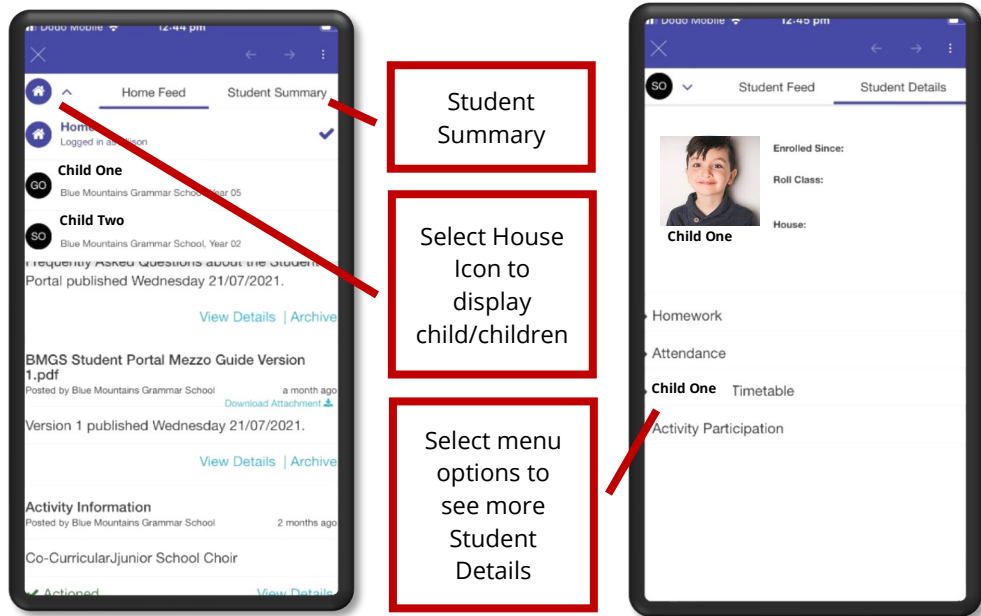


Web Portal - Student Home Page

While the Parent Home Page provides news feed and general information, you can access more detail about your child such as attendance, activity participation, timetable and homework by viewing the Student Portal Feed page. The Student Feed page is dynamic and updates on a regular basis. To access an individual student:



1. Click Web Portal Widget



2. Click House icon top left of page to display the list of students
3. Select your Child's Name from the list
4. Select Student Details option to right of screen to display more options
5. Select Homework to view your child's Home Learning and Lesson Plans (Senior School students only)
6. Select Attendance to see attendance information
7. Select Timetable to see timetabled lessons (Senior School students only)
8. Select Activity Participation to see information about the Activities your child is participating in

Settings

The Sentral for Parents App has been configured to optimal settings. We recommend you stay logged into your Sentral for Parents App to receive notifications to your mobile and to stay connected with the School anywhere, anytime.



Parent Portal FAQ

Can I approve Excursion Permission Slips on the Portal?

Yes. Activities Permission Slips appear on the News Feed on the Parent Portal. Just select the Activity Permission Slip post, complete the fields and submit.

Can I let the School know my child is absent via the Parent Portal?

Yes. Select the Absences and tap the + icon on the App or Absences from the Menu. Complete the New Absence fields and submit. Unexplained Absence notifications are published after 9:30am via email and the Parent Portal. The Sentral for Parents mobile app will also alert you of any Unexplained Absences making it easy for you respond to.

Will my child's Student Report be available for in Term 4?

Yes. Student Reports will be available on the Parent Portal in Term 4, 2021 and will let you know when 2021 reports are ready to download. You will also receive the Report by email.

Can I update my family contact information on the Portal?

Yes. Select My Details, edit your information and submit. The school will process your information ensuring your information is up to day

Is my child's House displayed on the Portal?

Yes. On the Portal website Home page select your child's portal profile from the top right to display your child's photo and Student Details including their House, Roll Class and Enrolment Date. On the Sentral for Parents App, select Web Portal widget on the Home page and then the Home icon top right of screen. Select your child and then Student Details to display the House your child belongs to.

Does the School have support if I need help with the Portal?

Yes. For assistance using the Parent Portal, please email ajackson@bmgs.nsw.edu.au or call 4757 9000 and Reception will connect you with a staff member that can best help you.

Why does my child have Overdue Homework posts?

During remote learning, we are using the Homework area of the Student Portal to post Lesson Plans and Zoom links as well as Google Classroom. Teachers will delete old 'Homework posts' and students can also 'Mark as Complete' any old Homework posts no longer needed. This will keep the list of 'Homework' posts down to a minimum with only upcoming lesson information in the list.

Will Junior School teachers post Home Learning to the Portal?

We will let you know when Junior School teachers are scheduled to start posting Home Learning to the Homework page.



Need Help?

Technical Support

John Cooney

4757 9000

jmcooney@bmg.nsw.edu.au

Andrea Jackson

4757 9021

ajackson@bmg.nsw.edu.au

Feedback

We would love to know your experience with our new Parent Portal. Email us at

feedback@bmg.nsw.edu.au.

