SENTRAL – GRANTING PERMISSION FOR EVENTS

How to provide Parent Permission for Excursions

There are two ways to grant permission via Sentral.

1. Log into Sentral Parent Portal via the Sentral Parent Portal tab under Parent Resources on the school website.
2. Via the Sentral App which you can download to your phone or mobile device.

Please note, new users must log in via the Parent Portal first to set up access to Sentral. Once you have done this, you may download the Sentral App.

Granting Permission Using the App

The main menu screen appears as follows:
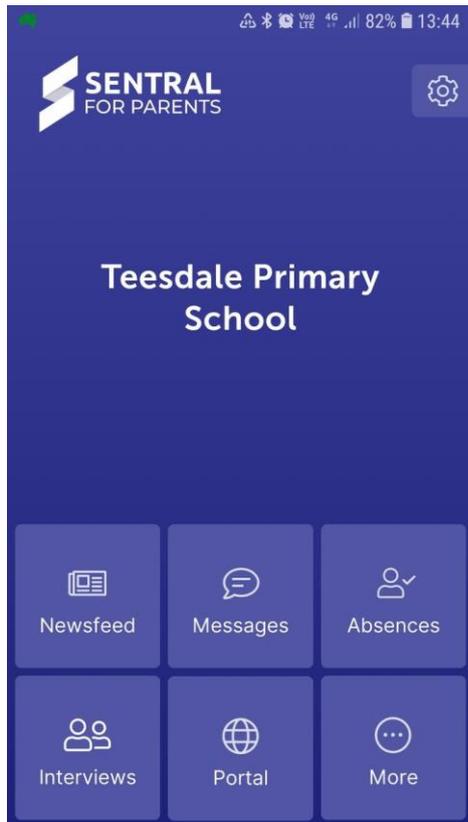
To see the excursion and permissions page, tap the Newsfeed tile. This will open any items requiring action. Where an item says 'Requires Action', click on it to take you to the permissions page.
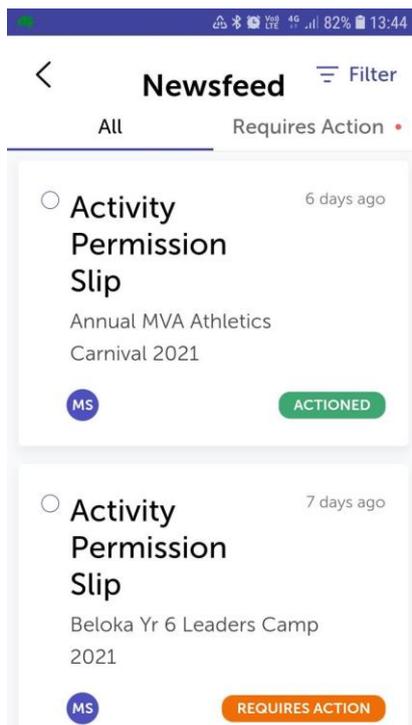
The details of the excursion or event will then be displayed. Read through the details and scroll to the 'Consent to attend' section.

Click on I John Smith grant permission for......to attend this event.

Check medical details and emergency contact details are correct.

Scroll to the bottom of the page to submit.

Please note the school has not set up a facility in Sentral to make payments. Should payment be required for an event, the school will email an invoice. Payment can then be made by Bpay using the School's Biller Code 87361 and your unique family reference printed on the invoice.

Your family reference is the same for all payments made to the school i.e. previous excursions, book packs, etc. Please do not use BPay for special lunch order days or any other Parents' Club events.

Please note all events requiring electronic permission will have a closing date. After this date Sentral will not give you the option to access the online permission area. <u>Please ensure you provide permission by the date indicated on the excursion information.</u>