



# Lithgow High School

Promoting Excellence In A Caring Educational Environment

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Dear Parents/Carers,

On **Tuesday 16<sup>th</sup>** March, Lithgow High School will be hosting the first Parent/Teacher Evening for 2021. This time has been organised to give teaching staff an opportunity to meet with Year 7 families for the first time, for Year 11 who have transitioned to senior study and for Year 12 to evaluate progress heading towards midcourse. The night will commence at 4.00pm and conclude at 6.00pm. **Due to COVID restrictions we ask for only one parent to attend the evening. There will be a COVID check in, if you are feeling unwell or have flu like symptoms please do not attend.**

Sentral appointment bookings will be open from **Tuesday 2<sup>nd</sup> March 2021** through the Parent Sentral Portal. Login and passwords will be re-sent on Monday 1<sup>st</sup> March.

Sentral portal link: <https://lithgow-h.sentral.com.au/portal2/#!/login>

Sentral is an online data base we use to mark rolls, record student behaviour and awards. Using Sentral will allow parents to access and view your child's information. Please turn over for further information on Sentral.

If you don't have access to Sentral to book your Parent/Teacher appointments, please provide the school with your current email address. We will send you a unique login code username and password via email to enable you access to the Sentral's system. You will be able to track your child's attendance, timetable, look at Daily Notices, which are just a few of the benefits of the online system. (A lot of emails have bounced back to the office, if you don't have access to Sentral you might need to check your email address is correct with our records).

**Please only fill in the attached slip below if you need to UPDATE or add** your details to gain access to the Sentral system. Please return to the front office ASAP. If you are having any issues with Sentral please contact Mrs Luchetti on the school number or if you require assistance to book appointments.

Regards,

Sam Luchetti  
**COMMUNITY LIAISON OFFICER**  
23<sup>rd</sup> February 2021

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Please detach and return to front office, to add/update your email details

Parent/Carers Name: \_\_\_\_\_

Students Name: \_\_\_\_\_

Year: \_\_\_\_\_

Family Email Address: \_\_\_\_\_

## **Information regarding parent portal login to Sentral**

### **What is Sentral?**

This is the online data base we currently use at Lithgow High School to:

- mark rolls
- access student and teacher timetables
- enter welfare information regarding our students
- record student behaviour and awards
- write reports
- communicate student notices

### **What does a parent portal login give me access to?**

Sentral has a parent and student login facility, which will allow you to view information relating to students identified as your family members. It will also be the way you will access online parent teacher bookings. Once logged in you will be able to view the following information for students in your family:

- timetable information and attendance information
- daily student information
- current reports once released and past reports in the system (these can also be printed if copies are needed)
- assessment calendars (this will be slowly rolled out for each year group this year)
- there are also some useful links that can be accessed from the home page

### **How do I get a login?**

To get a login we need your email address as the Sentral system is set up to automatically send a link and password to your email address once we add it in the data base. So please fill in the attached form and return it to the school if you haven't received an email for access.

### **What if I do not have an email address?**

This is up to you. You can either get yourself one – this is relatively easy and something our Community Liaison Officer Sam Luchetti can help you with if you require help. Having an email address would be useful in the long term for communication purposes.

### **Will students have access to Sentral?**

Yes – All students have their own access and login to Sentral they also have access to everything listed for parents and more.