

Communication with our Community

Metella Road Public School

Communication at Metella Road Public School is vital to ensure that all parents and carers are aware of activities and events, and any changes to the school routine that may impact your child.

There are several ways that we communicate with our community; however, it is imperative that parents/carers have access to electronic forms of communication to assist with the delivery of information - particularly information that may be the result of unforeseen circumstances and needs to be communicated quickly. We will be communicating with our community in the following ways:

Email: This is our main form of communication with parents. All emails are sent through our school management platform, School Bytes and will appear in your emails as



Metella Road Public School <noreply@mail.schoolbytes.education>

Please check your junk email folder as sometimes it appears there.

We will be using this form of communication for permission notes also, you will need to digitally sign the note and if payment is required, click the link to make the payment. Please remember there will still be due date for notes and payments. Please ensure notes are signed and payments are made before the due date.

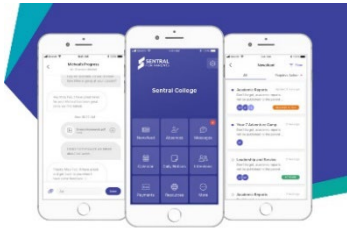
Do not hesitate to contact the office if there are any issues with making payments for an event.

Notes: Notes are usually distributed on a Monday; however, this can vary when events are rescheduled, or the school is given late notice by an external provider.

Sentral Parent Portal and App: The Sentral for Parents portal and app will keep you connected with your child's education. You will be able to view our school calendar,



receive messages and notifications from teachers, report absences, download annual reports and have access to school notes. We will also use this platform for booking Parent/Teacher interviews, further information regarding this will be sent home closer to interview time.



Parents will need to register for the Parent Portal creating an account that can be used for both the portal and the app. Parents can register via the portal or the app; the same account will be used for both. Once registered you will be able to use the access key (sent by note to each family) to link your child or children to the portal or app.

You can register on the portal at -

<https://metellaroadps.sentrail.com.au/portal/register>, or download the app from the app store on your device and follow the instructions.

Website: The school website includes a wide range of information about the school, as well as a photo gallery of events that have occurred during the year. P&C, Before and After School Care, and Canteen information is available, as well as more specific information regarding teaching and learning, and school and departmental policy documents.

Electronic Board: The electronic board, at the front of the school grounds, displays current information pertaining to events at school. It is updated with information as required. It should be checked by parents/carers when dropping students to school and picking them up from school.



Facebook: Facebook is used for reminders, to post photographs of events and classroom activities, and broadcast information. This could include information about changes to PSSA, bus arrivals and excursion details. Parents can create a free Facebook account and search for @metellaroadpublicschool to access our school Facebook page.

If you have any questions regarding any form of communication at Metella Road Public School, please do not hesitate to contact us.

Phone - 9636 1922

Email - metellard-p.school@det.nsw.edu.au

