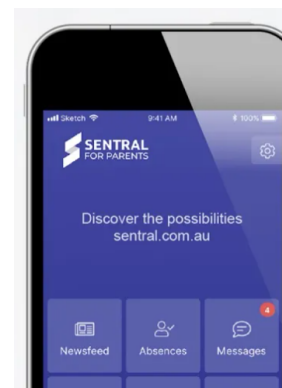




**Oatley Public School**  
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6th March 2023

## **Oatley Public School's Sentral Parent Portal: Messaging between parents and teachers**

Dear Parents and Carers,

This **Thursday 9th March**, Oatley Public School will be switching on the messaging functionality in the Sentral Parent Portal. Once this specific functionality is available, parents and carers will be able to send private messages to their child's teacher through the Sentral Parent Portal app by simply clicking on the Messages button on the app's home screen.

Teachers will also be able to send private messages to a parent/carer in their class, **but only if the parent/carer has registered as a Sentral Parent Portal user.**

Please note that teachers will receive messages from parents/carers in our school's Sentral system. From the teachers' perspectives, this is not an application with pop-up notifications. A classroom teacher's normal practice will be to check Sentral messages before school starts and then again after students have been dismissed at the end of the day. Whilst they will endeavour to respond as soon as possible to your message, please allow at least 24-48 hours before you follow up or contact the School Office.

Please be reminded that the Sentral Parent Portal is to be used by parents/caregivers for general communication (for example, initial raising of issues and appointment requests). Any use of the Sentral Parent Portal to communicate to the classroom teacher is still a **formal communication** and this should always be reflected in the **tone and language** used in all messages.

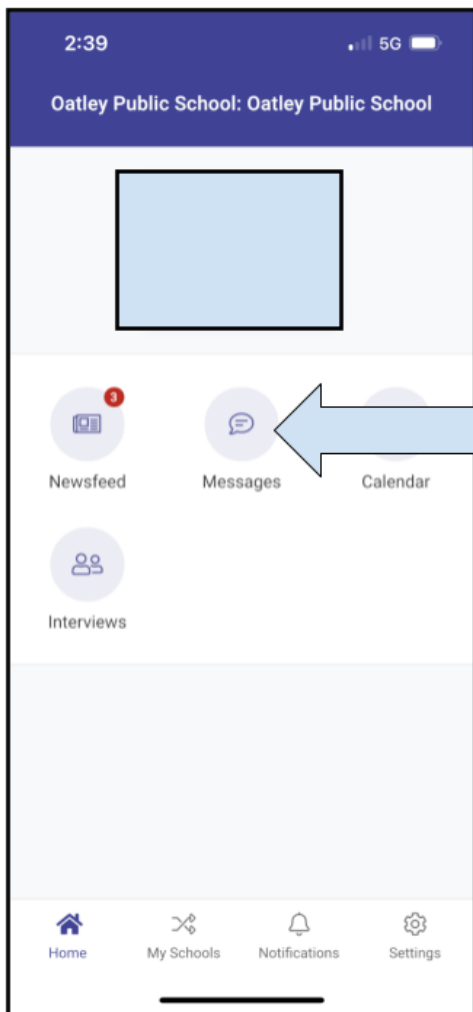
Please see over the page for additional information. Thank you.

Regards,

Debbie Hunter

Principal.

Please see below for locating the **Messages** button on the home screen of the Sentral Parent Portal:



Click the Messages button to send a message or to view a message.

If your child's teacher has sent you a message via the Sentral Parent Portal, you will see a small **red** number above the Messages button (see below).

