



19th September 2019

Dear Parents/Guardians,

The Sentral Parent Portal is now the preferred method for notifying parents of news and events within Rangeview Primary.

With the success of using the Sentral Parent Portal for messaging and notifications, we are now introducing the approval and payments for activities/excursions via the Sentral Parent Portal.

If you are still needing to gain access to the Parent Portal, please contact the Office and we will provide you with the information to set up access.

Activity Approval

When the activity is ready for you to provide permission and payment, you will receive an email notification which states:

“You have received a new Activity Permission regarding [Student Name]. Please login to the Rangeview Primary School Parent portal to view this message”.

You will then have an option to “Click Here” to login to the portal, and it will take you directly to the Home Feed page, where you will see the Activity Permission Slip, and a red box “Requires Action”.

Please click on the blue “View Details” link to take you into the activity, which will provide all of the information you require for the activity.

After you scroll through the information, you will see the heading “Consent to attend”. Please select a permission option, and then continue to review Medical Details and Emergency contact details and update only if required.

When you select “submit”, this will then take you to the payment option, where you can input card details for payment. Please note that payment can also be accepted via BPAY and Card at the office.

Thank you for assisting in the implementation of this process, and please do not hesitate to contact the office for any further queries.

Yours sincerely,

Mrs Colleen Stavrakis

Business Manager