



Messaging Teachers on the Sentral Parent Portal

6th February 2019

Dear Parents / Guardians,

Rangeview Primary School utilises a program called 'Sentral Education School and Student Management Software' (SENTRAL), which you can now use to message teachers. This is the same Sentral Parent Portal used to view student reports and book Parent Teacher Interviews.

To message your child's teacher using the Sentral Parent Portal

1. Log on to the internet at: <https://sentral.rangeview.vic.edu.au/portal>
2. Use your current Student Parent Portal Login (email address) and Password (can be reset if forgotten)
3. Click on **Portal Version 2** (top right hand corner of the page)
If your page appears already in Portal Version 2, you can omit this step
4. Click on **Messages** in the left side menu
5. Click **Start a conversation**
6. Under Teacher click **Select** and choose the required teacher from the drop down box
7. Under **Subject**, type the subject of the message
8. Under message, type your message for the teacher
9. Add any attachments by clicking on **Attachments**
10. Click on **Send**

Your message will be received by the teacher in the Sentral program and if required the teacher will be able to respond to your message. Any messages from the teacher will be sent to the email address you have provided for the Sentral Parent Portal.

Please be aware that teachers will only respond to messages within working hours at their earliest availability.

For any urgent matters or should you experience any difficulties with messaging, please contact the office for assistance on 9874 6381.

Kind regards

Ms Kate McLeod
Assistant Principal