

Cranbourne West Primary School

WE HAVE GONE DIGITAL

What does this mean?

Communication between school and home is incredibly important in achieving good educational outcomes. Unfortunately, over the years many parents have indicated that they do not always receive important notices and newsletters etc. There are many reasons for this and we have, and continue to address these as best we can. One strategy is to provide copies of all information on the school website and at the Front Office to assist parents to access it. We also use Facebook, tiqbiz and the newsletter to provide regular information about what is happening at school.

Newsletter

Newsletters are NOT sent home with your children. You can choose to access your newsletter via:

Email - send an email to condie.briony.j@edumail.vic.gov.au and ask to have your name added to the email distribution list. Please include your eldest child's name and grade so we know who we are sending copies to.

School website www.cranbournewestps.vic.edu.au
click on *News*; click on *Newsletter*

P&F Facebook page www.facebook.com/groups/233365300010782 (or search Cranbourne West Primary P&F group) You will need to 'Request' to join the group. If we do not recognise your name, we may send a pm (personal message) asking if you have children in the school. Once you respond to this message, we will 'Accept' your request.

Tiqbiz This is an app available on iphones, ipads and android devices and computers.

School Front Office - if you do not have access to the internet, you can collect a paper copy of the newsletter from the school front office. It will be available from Wednesday afternoon.

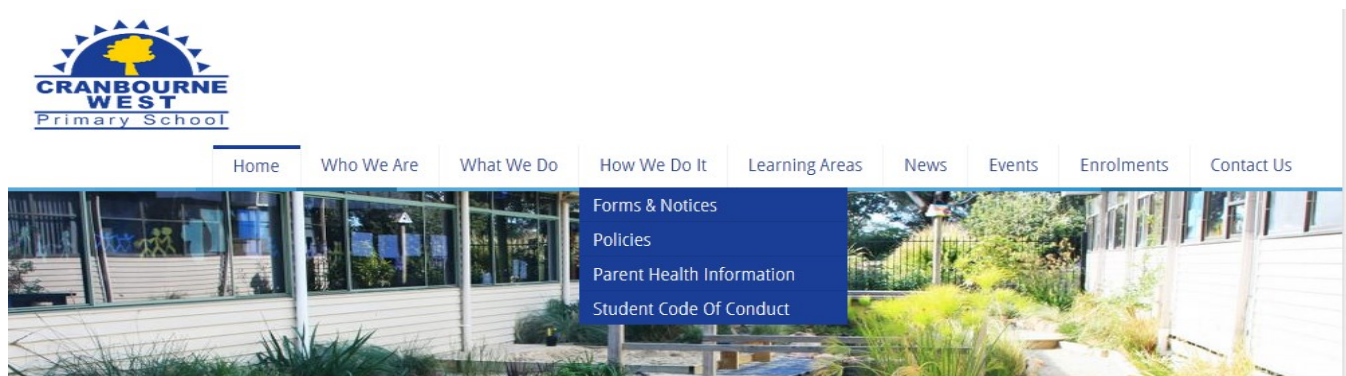
Why have we gone this way?

As a part of our efforts to be environmentally responsible, we are looking for ways to reduce our paper usage. As many parents have told us over the years that they do not receive the paper copies of the newsletter we sent out and as most people now have access to the internet we have decided to go digital. The money we save from printing costs can be put to better use in educating all of our children.

School Website

Enter [http://cranbournewestps.vic.edu.au/](http://cranbournewestps.vic.edu.au) into your URL (address bar).

The school website provides information about what's happening in your child's Learning Area, a school calendar to inform you about excursions, camps and events at school, a 'Forms & Notices' section with copies of all of the notices and permission forms that are sent home, and much more.



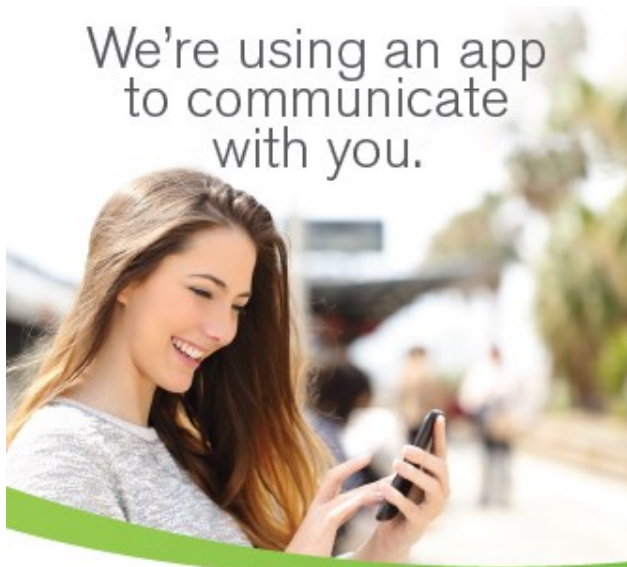
To find information, you can point the cursor at a heading and then choose from the list in the drop down box. The calendar is located under the 'Events' heading and copies of the newsletter can be found under 'News'.

Sentral Parent Portal for parents to access information about their children.

To ensure regular communication between home and school, parents should register for the Sentral parent Portal. Shortly after enrolment, Mrs Gleeson will send you an email with your Parent Portal Access Key and registration Guide. Once registered you will be able to access a range of information including student absences, the school newsletter and school reports from this site. You will also use this site to make bookings for school events such as Three-way Interviews.

If your family doesn't have internet access, you will need to collect a hard copy of the newsletter each week from the school office and we will notify Mrs Gleeson that you require a hard copy of your children's school reports.

Please note that Hotmail addresses can be problematic and often do not work for emailing the newsletter (as they have a limited size). It is more reliable if you have an alternate address, e.g. Gmail.



We're using an app
to communicate
with you.

You'll be notified of our news, messages, events
and other communications.

Simply use the tiqbiz app on your
phone, tablet or computer.

Follow the instructions on this leaflet.



Here's how to set up tiqbiz

Phone and tablet.

Search **tiqbiz** in your app store.



Android



Windows Phone



iPad & iPhone

*For Apple:
Select 'allow' notifications.*

Computer

Access the web version of tiqbiz.

Go to web.tiqbiz.com then register/log-in

Add us



Log-in

Open tiqbiz and register/log-in.



Search

Select the 'Search' icon and type in our name.
Select us from the results.



Add

Click the 'Add' icon beside the boxes that apply to you.



Return to search

Click the back arrow to return to search.



Home

Click the 'Home' icon to view.

Please email for technical support: support@tiqbiz.com

Parent & Student Support:

Mr Bergmeier has employed two staff to specifically support you and your children:

Colin Wagg (School Welfare Officer) is available by appointment to discuss any concerns you have about your child's learning, behavioural or social/emotional needs. Colin can assist you with referrals to support services as required.

Debbie Dodd (Parent & Community Liaison) is available daily at school and via phone, email or Facebook personal messaging to assist with any questions, queries, concerns or ideas you have for improving our school. Contact details: 0409 419 306 nobbs.debbie.c@edumail.vic.gov.au

Please do not hesitate to contact Colin or Debbie as required as most issues can be quickly resolved when we know

Student Attendance:

Regular school attendance is vital for positive educational outcomes. Please ensure your child attends school every day and on time, unless they are unwell. When a child is unwell, please advise the school by tiqbiz, the