



Principal

Mr Darren Hamilton

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Junee High School

To Dream. To Create. To Succeed.

52 Lydia Street, Junee NSW 2663

Sentral guide:



1. Adding a future absence

- To add a future absence, navigate to the home page of Sentral and click on 'Absences'.
- In the top right corner click on the '+' button.
- Select a reason for the absence, add the start and end date and write a comment explaining the absence. If the absence is only for part of the day, please write the leave times in the 'Comment' section.
- Click 'Send'.

2. Explaining an unexplained absence

- Navigate to the home page of Sentral and click on 'Absences'.
- All unexplained absences will show in a list including full day and partial day absences. Click on the absence you would like to provide an explanation for.
- Type your explanation in the 'Explanation' box. You may upload a medical certificate to your response.
- Click 'Submit'.

****Please note, absences must be explained **within 7 days** to be considered a valid explanation.**

3. Viewing academic reports

- Navigate to the home page of Sentral and click on your students' profile at the top of the page.
- Click on 'Academic Reports'.
- Select the year you would like to view and click the highlighted 'PDF' to download and view the report.



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School Bytes guide:

1. Making a payment

a. To make a payment, navigate to the home page of School Bytes and click on 'Payments'.

b. You can select and unselect the tick box for outstanding items to pay (e.g. excursions, fees, resources).

OR alternatively select '+ Add' in the bottom left corner, change the category to 'General', scroll to find the items you would like to purchase (e.g. uniforms, Production tickets) and change the quantity, then select 'Add'. Add as many items as you would like and then select the black 'Add Items'.

c. Select 'Pay Now'. The app will redirect to Service NSW. Enter your card details to confirm the payment.



2. Giving consent for school events

a. To give permission for your child to attend school activities go to the home page of School Bytes and click on 'Activities'.

b. Select 'Give consent' for the activity you would like to give permission for.

c. Fill in the required details and add your signature, then click the green button at the bottom of the page to give consent.