Parent Orbit App Instructions
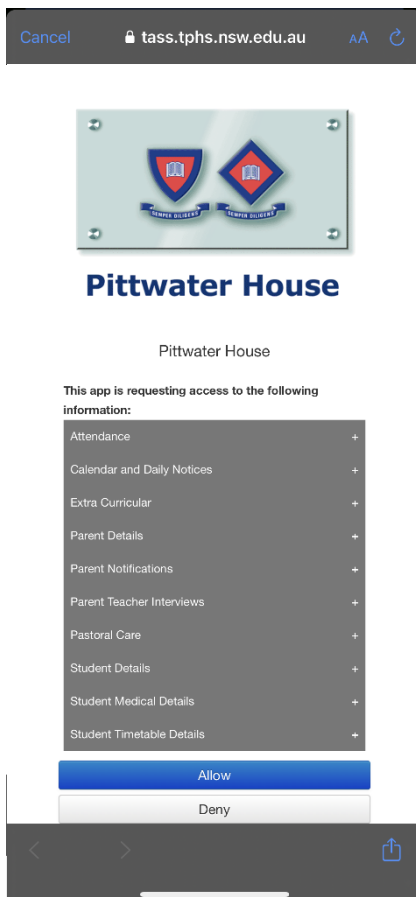
App Installation

1. Go to: https://parentorbit.page.link/tphs OR scan the QR code below.
   You'll be directed to the Apple or Google store as appropriate for your device.

2. Click the Install button. After the app is installed, our school will be loaded as an account. Alternatively, add the School Code tphs.
3. Log in with your username and password already set up with the school
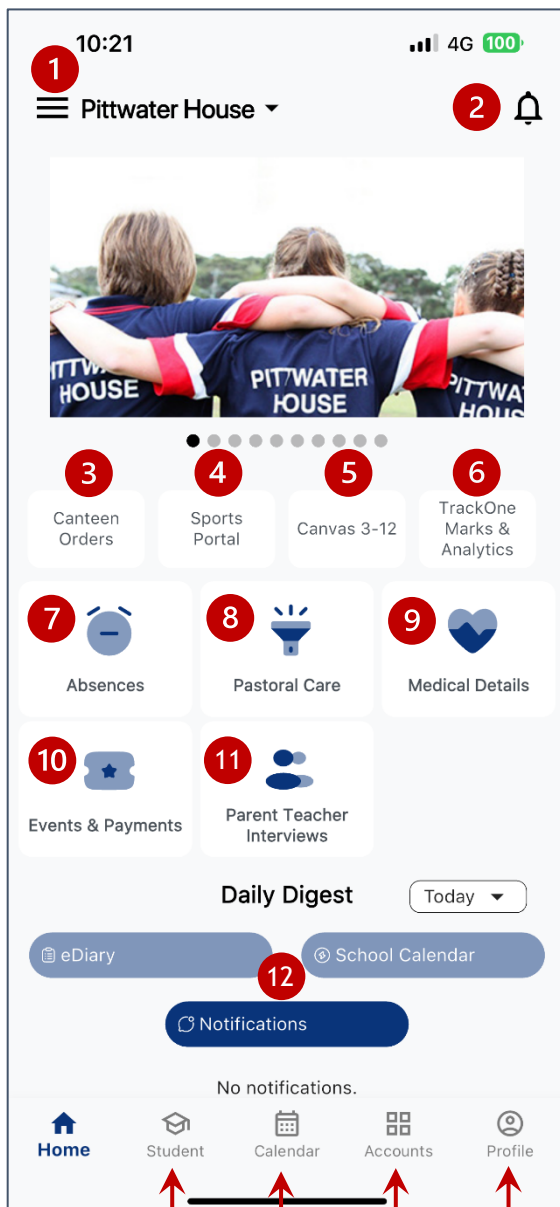

On first entering the App, or on re-entry (after fully signing or App software updates), you will be advised:

'This app is requesting access to the following information:'
followed by the school information required for the app to work.

Click 'Allow' to enter and use the app.

Allow

Home Screen

1. Click the hamburger menu ☰ or drag left to open the left menu with quick contact links and a repository of information and resources

2. Click the bell icon to view/search all active current and past notifications.

3. Place Canteen orders

4. Sign up and pay for Extra Curricular Sports

5. View your child/ren's Canvas courses (Yrs 3-12)

6. View your child/ren's academic history and progress

7. Advise Absences, Late Arrivals, Early Departures and acknowledge and provide reasons for past absences

8. See awards or disciplines for your child/ren

9. Update your child/ren's medical information

10. Grant or decline permission and payment authorisation (if applicable) for excursions and events. This section will be blank if your child/ren have no outstanding event invitations.

11. Book Parent Teacher interview times

12. View a 'Daily Digest' summary for
    - eDiary for student schedule including timetable
    - School Calendar events
    - Notifications for all today's app notifications

Profile Tab: Update your information as a parent and the information of nominated Alternate Emergency Contacts

Accounts Tab: View your invoices (if you are an account holder)

Calendar Tab: Access and filter the School Calander and your child/ren's eDiary including timetable

Student Tab: Access and update your child/ren's personal information

Left Menu

Click the hamburger menu ☰ or drag your finger from left to right on your device to open the left menu.

The left menu includes a **Contact Us shortcut** (phone and email), **Term Dates**, **OSHC Information** and **Bell Times**.

School Links (information repository) is our go to place for school information with general School Information, eForms, Curriculum Information, School Handbooks, Policies, Technology, Software & App info, Uniform Information and everything else.

HouseNews The most recent House News and House Update will also appear in the left menu.
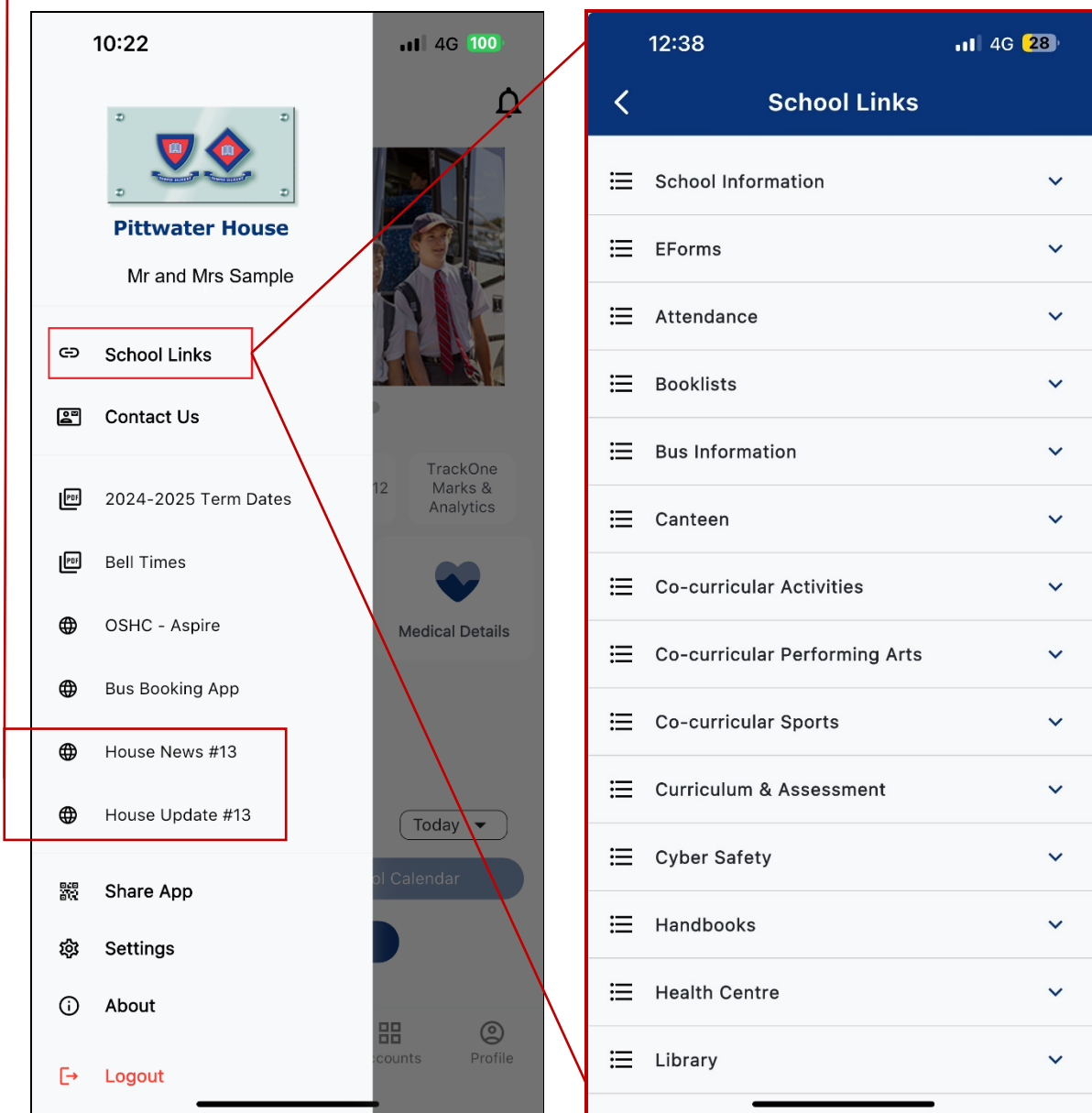
Student Tab
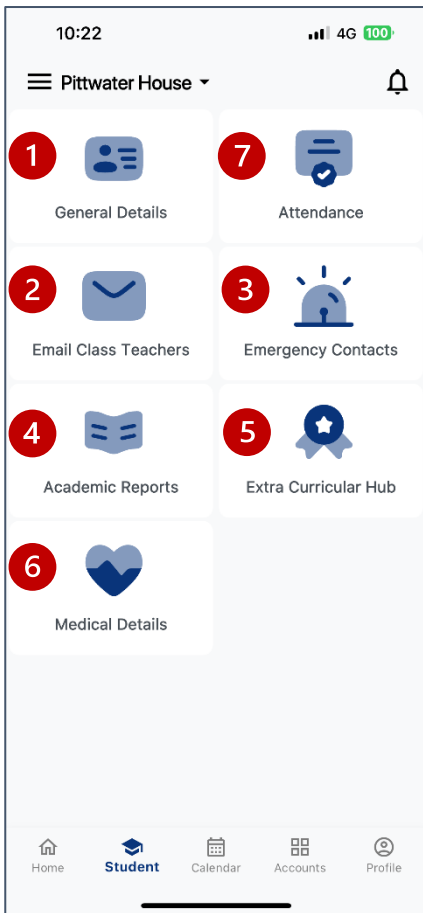
1. General Details

If you have more than one child in the school switch between them here.

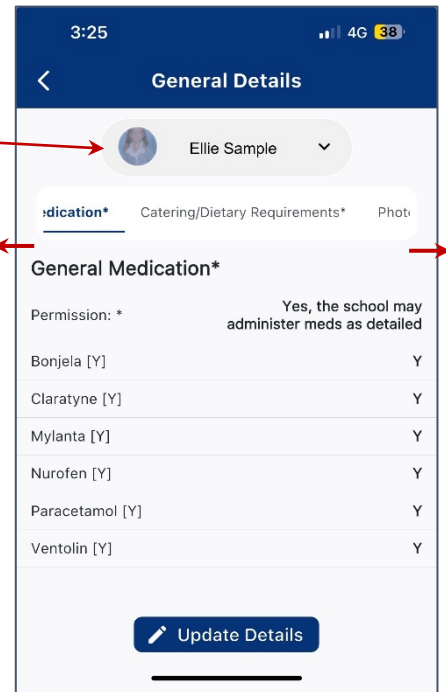Scroll menu left and right for:
- General Medication Permission*
- Catering/Dietary Requirements*
- Photo Use Permissions*

To add or update information press **Update Details** ,

make your changes and press **Submit**

2. Email Class Teachers

Teachers can email emailed individually or as a group.

3. Emergency Contacts

View the alternate emergency contacts allocated for your child/ren if you cannot be reached. Note: updates to emergency contacts are made from the Profile screen, not from this location.

4. Academic Reports

Once released by the school, academic reports will appear in here.

5. Extra Curricular Hub

View the activities your child/ren are currently involved in and see a history of their participation.

6. Medical Details

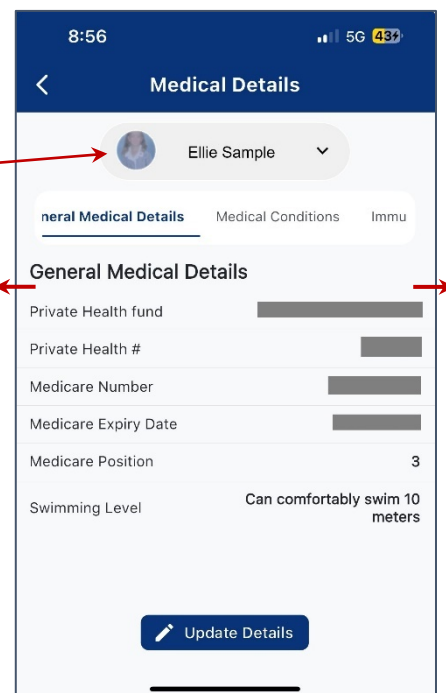If you have more than one child in the school switch between them here.

Scroll menu left and right for:
- General Medical Details
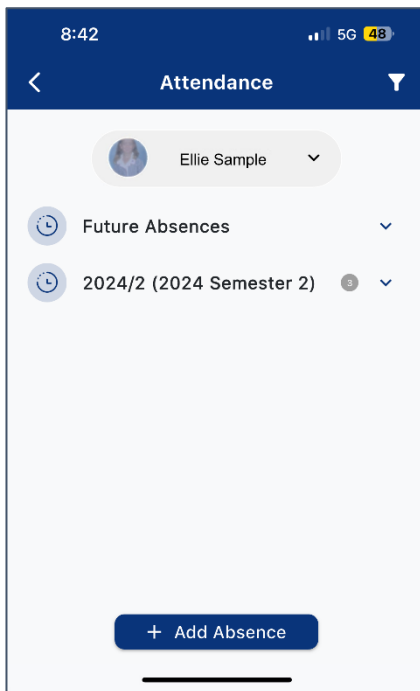- Medical Conditions
- Immunisation Register
- Medical Practitioners

On any screen select **Update Details** to make changes, or for sections with no current information, select **+ New**

change/add details as required, and press **Submit** .

7. Attendance

In Student tab > Attendance you will see your child/ren's:

- future absences that have already been entered
- attendance history for the current attendance period

Note: Absences requiring acknowledgement will appear under the App home page > Absences icon.

Absence Notifications

1. Click **+ Add Absence** at the bottom of the screen.

2. Tick ☑ the child/ren you are submitting the absence for.
   Note: if children are not absent for the same reason separate absence submissions will need to be made.

3. Enter the absence Dates

4. Select the Type of Absence from the provided list.
   If entering an Early Departure please ensure you enter the correct time in the Departure Time filed that will appear.

5. Select the Reason for Absence from the provided list.

6. Enter a comment for the school.

7. Enter 'Instructions' and/or upload medical certificates if required

8. Click 'Submit'

All leave for the reason of travel for 4 days or more requires and 'Extended Leave' form to be completed and approved by the Principal.

This form as well as our Attendance Policy can be found in the Orbit App left menu > School Links > Attendance.
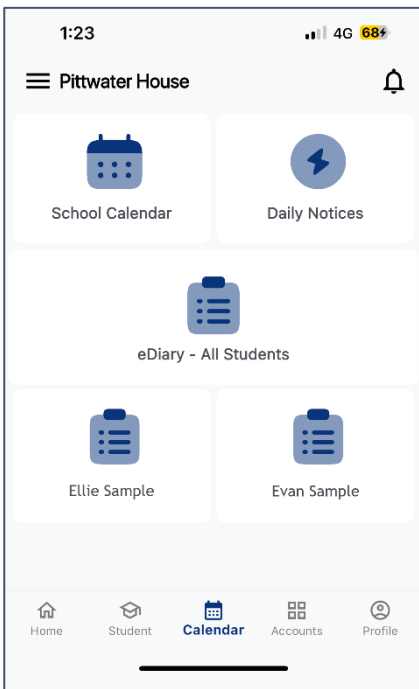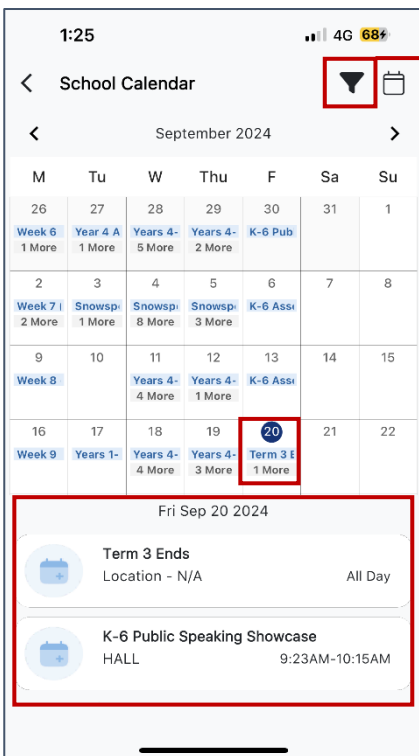
Calendar Tab

Select the **School Calendar** to view all general events.

Select the **eDiary** to view your child/ren's timetable including events and excursions they are involved in.

If you have more than one child in the school you will have the option to view their eDiaries separately, or as a combined overlay in 'eDiary - All Students'.
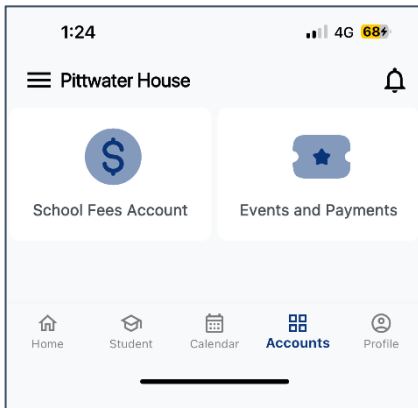

Make calendar content easier to manage by clicking on the filter icon top right, and selecting the categories you want to see.

Click on a day and all classes or events for that day will appear below the calendar grid.
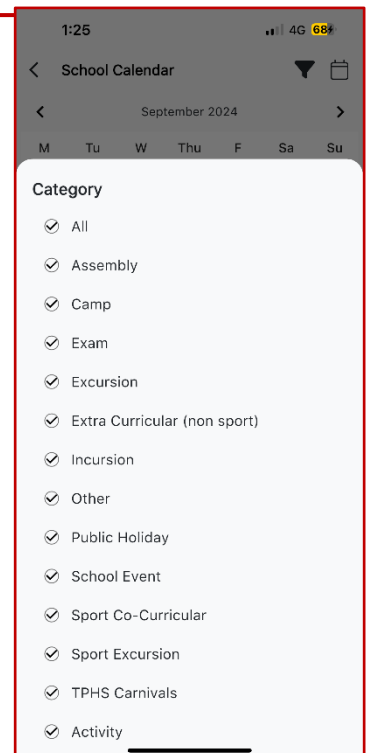
Accounts Tab

'School Fees Account' will only show if you are set up as the account holder/payee for the school.

Click on 'School Fees Account' to view your Account details and you current and past invoices.

Events and Payments will allow you to grant or decline permission and payment authorisation (if applicable) for excursions and events.

This section will be blank if your child/ren have no outstanding event invitations.

## Profile Tab
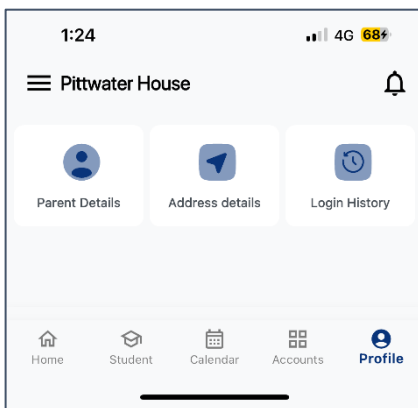
Parent Details is a display only.
If you are changing your name or other significant details please contact the school directly.

Updating Address, Mobile or Email Details
Go to Address Details, scroll to the address that requires updating and select to 'Update Address'.

Alternate Emergency Contacts
Scroll to the far left in the top menu to enter Alternate Emergency contacts for your child if you cannot be reached.
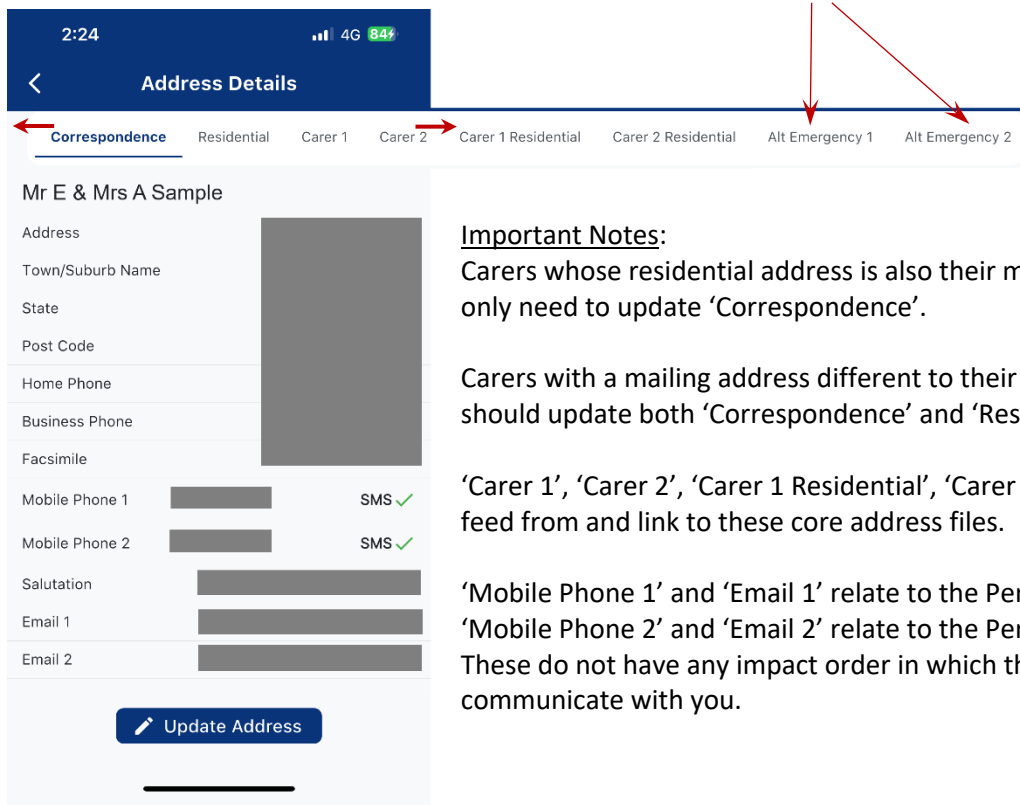
Important Notes:
Carers whose residential address is also their mailing address will only need to update 'Correspondence'.

Carers with a mailing address different to their residential address should update both 'Correspondence' and 'Residential'

'Carer 1', 'Carer 2', 'Carer 1 Residential', 'Carer 2 Residential' will all feed from and link to these core address files.

'Mobile Phone 1' and 'Email 1' relate to the Person listed as 'Carer1'
'Mobile Phone 2' and 'Email 2' relate to the Person listed as 'Carer2'
These do not have any impact order in which the school will communicate with you.