

Newham Primary School No. 1913
1271 Rochford Road, Newham, Victoria 3442

Phone: 5427 0235 ABN: 43 055 119 756

Email: newham.ps@education.vic.gov.au

Web: <https://www.newhamps.vic.edu.au>

uEducateUs PARENT NAVIGATION TIPS

Accessing uEducateUs

Logging in via the uEducateUs App:

Download uEducateUs from the App Store or Google Play onto your phone or tablet.

Login with your personal login details provided.

Logging in via the uEducateUs Website:

Go to <https://newhamps.ueducateus.com.au> and enter your personal login details provided.

Save this site into your favourites in your browser.

For use via the App or website please make sure that you set the notifications in your profile to 'PUSH' and 'EMAIL'.

You will now receive push notifications directly to your phone or tablet (App users) as well as an email notification.

OR

You will receive emails notifications when there is a relevant message for you (website users).

If you have misplaced your login details please contact the school office.

Help & Resources

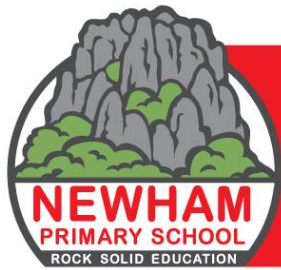
There are quick links for parents under Help & Resources from the main menu.

Entering Absent Notes

Student absences can be advised by parents via the app (this is the preferred method). To add an absence note, from the menu navigate to Attendance – More - Absent Notes - select + Add Absent Note and enter the details. Future absences can also be advised using this system. There are limited absence codes for parent use so it is advisable to add a comment as to the reason for the absence. Comments are able to be added to the absent note.

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The school and teacher of the student will receive a notification regarding the absence. Also note that for any absences recorded, parents will receive a notification advising them of such.

Notifications

For all communication via uEducateUs, users should receive a push notification (phone users), email notification (all users), notifications bubble will also indicate new notifications (globe with a number -when on the website). By clicking on the globe you can view new notifications then select individual notifications from there to view. New events/announcements/newsletters etc can also be viewed from the menu on the left hand side of the screen – refer below for navigation tips for each. For those families where the parents/carers share the same email address you will receive two notifications for each announcement.

Permission Slips

Permission slips for excursions/activities/camps will be provided through uEducateUs. Parents are to read the details of the activity and provide permission for their child/ren. From the menu navigate to Events – Permission Slips – click on the relevant event. To provide permission, click on the green Accept tab at the bottom of the permission slip.

Payment Details for Excursions/Activities

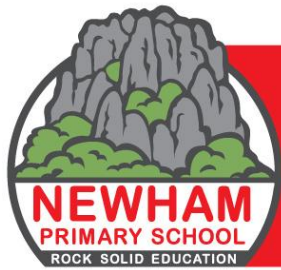
Once permission has been granted for an event with a cost attached you can click on the \$ Payment Details tab which will provide your Bpay reference number and biller code if you wish to pay via Bpay (school's preferred payment method). Payment cannot be made via the app (this functionality will be available in the future). Other payment methods are available through the school office eg. credit card/eftpos or cash however we encourage cashless payments.

Newsletters

The school newsletter is published via uEducateUs. From the menu navigate to Communication – Newsletters – select the newsletter you wish to view. The newsletter will open on your screen. To open the newsletter on a phone so that you can enlarge

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it more easily click on the download tab from the grey bar at the top of the newsletter (will be available soon). The newsletter is also published on the school website if you wish to view it from there under Newsletters section.

Announcements

Announcements can be sent to parents by the school (teachers or admin). This may include reminders about activities or class newsletters. From the menu navigate to Communication – Announcements – click on the relevant announcement. Some may include attachments. It may be best to view attachments on a computer rather than on a phone.

Conversations

The conversations function can be used by parents/teachers/admin to communicate with select parents/staff. From the menu navigate to Communication – Conversations – select + Create. Enter a title, participants (who you're sending the message to), message text and add any attachments if required then click Send.

Kiosk

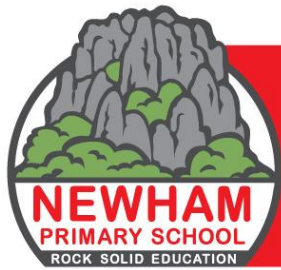
The school uses an iPad (Kiosk) located in school reception for student sign in/out as well as parent volunteer, visitor sign in/out. If a student arrives late for school or departs early, they must be signed in via the Kiosk. Your Kiosk login code is your mobile number. You will need to enter your Kiosk login code to sign your child in and out.

Parent/Teacher Interviews

Bookings for parent/teacher interviews will be made via uEducateUs. Once teachers have set up the interview bookings, parents will receive notification that interviews can be booked. From the menu navigate to Events – interviews – select the relevant interview to view – in the view screen under Choose Timeslots you can select a time slot to suit by clicking on it. Available timeslots are brown, green timeslots are those which have been booked by other users. Select the relevant class – then click on Choose. You can also switch between interview dates if applicable. A reminder will be sent prior to the interview date.

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Reminders

Reminders will be sent to all users involved in an activity requiring permission whether permission has been granted or not.

Profile Settings

Please ensure that your email address and mobile number is correct in your profile. To check your profile click on the head and shoulders icon in the top right hand corner of the screen. Check your notifications settings here. Click on My Profile to check or add/amend your contact details. If you change your details click on save at the bottom of the screen.

A pin can be set up on your phone or iPad rather than having to enter your username and password to login. This is done via My Profile – Setup PIN.

Passwords can be reset by users or the school is able to reset on request. To reset go to My Profile – More – Change Password.

General Tips

To go back a screen, click on the Back tab at the top of the screen or click on the three bars in the top left hand corner to give menu options.

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