

Parent Portal & BCE Connect App

St Joseph's Tobruk Memorial Primary School is excited to invite you to our Parent Portal & BCE Connect.

Access is restricted to only parents of students at our school and a login is required. An account has been created for you and the details are outlined below.

The Parent Portal will enable easy access to information about happenings in the school, forms that need to be returned, names and contact details for staff, upcoming important dates and events, policy information, classroom blogs, photos and much more.

There's also a special section to allow you to check the details we have recorded in our enrolment system about your children, and if necessary, advise us of any changes.

You can also check on information about your child's attendance, teachers, NAPLAN performance and report cards.

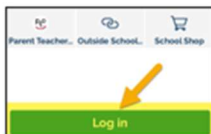
We will be making increasing use of the Parent Portal to provide a range of information to parents in the future.



Setting up your account

A guide to getting started with your BCE Connect and Parent Portal account.

1. Download BCE Connect



2. Favourite your school

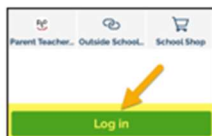


Favouriting your school in BCE Connect enables you to receive Push Notifications from the school and makes it easier to navigate back to the school by adding a shortcut on the home screen of the app.

Log in to the BCE Connect App using your email address as your username and enter your newly created password.

Logging in will unlock all the features of BCE Connect. You can also access the Parent Portal from the Parent Portal link on the BCE Connect App.

3. Create an account



Select the first-time logging in option and enter the e-mail address you have supplied the school. A security code will be sent to your email. Return to the page and follow the prompts to **create your password**.

5. Visit the Parent Portal



The **Parent Portal** offers a more feature rich experience for Parents.

The initial login requires you to verify your identity and setup a password. This document will run you through the process. Please note that for new Prep Parents access will not be available until after **January 1st**.

To start the process please follow the instructions to your left.

For further information or having trouble logging in, please email pbeenleigh@bne.catholic.edu.au.

4. Log in

Using the Parent Portal & BCE Connect

Report Absence – Allows parents to advise the school of a student absence. Please note this needs to be done for each child if multiple students are away.

Newsletters – Are sent out every fortnight on a **Wednesday**. They will be emailed and added to the parent portal.

Parent Slips – are online permission notes. You will receive an email when the school requires permission for an event or excursion. You can view current and previous slips in this area.

Forms & Documents – Find the school's available documents and forms in here.

My Details – You can check your details are up to date in this area. If you move, change phone number, email or emergency contact, you can request this information be updated. This is very important for you to keep up to date as the school needs to be able to contact you via phone, broadcast or announcement in an emergency.

Calendar – See what's on this week or further in the term to be able to plan.

Payments – information on School Fees.

Contact School – Sends an email to the school – pbeenleigh@bne.catholic.edu.au.

School TV – A link to School TV – an extensive range of wellbeing resources for parents

School Directory – Find the contact details of school staff.

OSHC – A link to St Patrick's Outside School Hours Care.

PTO – Short for 'Parent Teacher Online' allows parents to book a time for Parent Engagement meetings with teachers when made available.

BCE and School Policies – Find links to Brisbane Catholic Education and St Joseph's school policies.

School Shop – Find information regarding Tuckshop and Uniform Shop.

Parish – A link to St Patrick's Parish, Beenleigh.

Archived Newsletters – A database of previous Newsletters.

Photos & Videos – The school will be updating and hopes to regularly upload photos for parents from events for them to view. Photos from events like sports carnivals, students of the week, school camps, community events are all stored securely within the Parent Portal.

Students with the **BROAD** Medical Consent can also be added to Facebook promotion posts.

Please do not post or upload photos of other students on social media pages.

My Students – Find detailed information on student attendance, reports, NAPLAN and more.

Announcements – This area is used for information on upcoming events or when the school is needing to get information out to parent's quickly.

Forms & Documents – Short cuts to important documents regarding Fees, Medical Forms, Policies and other important information.

Facebook link – linking you to St Joseph's Facebook Page, keeping you up to date with events and promoting the great things we do here at Joey's.