

Parent Guide

NSG Parents Connect Mobile App

This document contains important information on how to use the NSG Parents Connect mobile app

North Sydney Girls High School E: northsydgi-h.school@det.nsw.edu.au

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Getting Started: Installing and Authenticating

1. Download the NSG Parents Connect mobile application from your relevant mobile store



""NSG Parents Connect" would like to send you Notifications. "

Please click "Allow" to receive notifications

If you click "Don't Allow" notifications, you will not receive any notifications



3. Enter your North Sydney Girls HS Parent Portal Account details

You username and password should be included in the same email as this attachment

Note: If you don't know your NSG account username and password, please contact the school or use the form link below.

Form link: https://forms.gle/HrQsbE2Lnzh8Y3wX8

MORELLY DINEY	
Enter Username:	
Enter Password:	
Sign In	

4. You will receive a notification message to inform you that your access is awaiting approval.

Note: The approval process may take up to 1 business day. This process involves a member of the NSG IT Support team verifying and approving your access to the NSG Parent Connect app

You will be notified via a notification alert and email, once your access has been approved.



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 Once you receive the notification alert and email that your access has been approved, please launch the app.

Notification Dear Parent, You have been authroised to use the NSG Parents Connect app

Tip: Tapping the notification will automatically launch the app

Dear Parent,

This is a email to notify you that your access to NSGParents Connect App has been approved as today.

This changes will be reflected in your phone the next time you launch the app.

Warm regards, North Sydney Girls High School.

- 6. Please enter your North Sydney Girls HS parent account username and password
- 7. Tap Sign In to complete the sign in process

MORTH DINEY	
<u>Enter Username:</u>	
Enter Password:	
Sign In	

8. You should now see the Home Screen as pictured below



9. You have successfully signed into the NSG Parents Connect App

Home Screen and Modules

Once you have successfully signed into the app, you should see the home screen with 9 modules.

A REAL PROPERTY AND A REAL	A	elcome: Mr G & Mrs J Liu
~	Grace Liu Message (> of the Day
C	Welcome to the NSG	Parents Connect App
Permi No	ssion tes	Calendar
P&C W	ebsite	Newsletter
NS Web	GG Isite	Notifications
Time	table	Absences

- A. Welcome: Your family mailing title
- B. **Student Selector: If** you have multiple students enrolled at NSG, you can use the drop-down selector to switch between students.



C. **Message of the Day:** A greeting message on the homepage which may be updated periodically to reflect community messages

Permission Notes

Permission notes can now be sent, reviewed and approve using the NSG Parents Connect app.

Tapping on the Permission Note button will provide you with an overview of current/past permission notes.

Status bar: **RED** Permission note not signed

Status bar: **GREEN** Permission note has been signed

When viewing a permission note, you will see the following information:

- Student name and roll class
- Purpose of the permission note
- Cost (if applicable)
- External venue information
- Transportation information
- Staff involved
- Dress code
- Food requirements

Once a permission note has been signed, you can view the permission note at any time by tapping on the 'Permission Notes' module.

All signed permissions notes will display the the notification below and the "sign" button will be greyed out.



Permission Notes



Permission Note List

Permission Note Definition



NORTH SYDNEY GIRLS HIGH SCHOOL

Permission Note

Dear Parent/Guardian

The student Grace Liu (7B) will be going on an excursion to 213 on 2021/11/5 to 2021/11/5

Purpose: This incursion/excursion allows students to compete in the Year 7 Cross Country Cost of excursion: AUD $100\$

Students will depar from North Sydney Girls High School at 9:00 am and return to Cammeraygal High School west street at 3:15 pm

Method of transport: Bus Excursion Organiser: Gregory Henshaw Accompaying staff are: Gregory Henshaw, Permission Nole Due Date: 2/11/2021 Dress Code: Full sport uniform Food: BYO food Equipment required: bring clipboards and pens Additional Information: water bottles recommended

Please use the text box to add additional information that staff is required to know about your child
Place important information about your child
I Parent name

Give permission for my child to participate in this excursion / incursion / event

Sign

NSG Portal Calendar

The Calendar button is a read-only view of the NSG School calendar.

Calendar

You can toggle Primary filters to view upcoming school events as well as previous school events. Examples of some key events are; Co-Curricular Music, School Holidays, HSC Exams, Formal Assessment submission due dates and P&C meetings.

Rack to Portal Main	Cito								
Back to Portal Main	<	> to	day Nov	ember 2	021 Pe	rsonal Su	ummary	Whole Se	chool
Free Rooms	WK	Sun	Mon	Tue	Wed	Thu	Fri	4	Sat
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View bookings			YR10 Submi	SRC	Faculty Mee	the YR10 Subm	is YR10 Sub	mis	
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				YR9 Submis					
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Exam Block			CC Music W	in Dance Junio	Dance Junio	CC Music C	vr CC Music	Chi	
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External Event			YR11 Submi	S Executive A	YR11 Subm	War on Terr	or		
External Test			YR11 Submi	Informatics C	YR7 Submis	ss YR9 Submi	ss YR10 Sub	mis	
Formal			YR11 Submi	s YR9 Submis	Extended Ex	AC YR9 Submi	SS YR10 Sub	mis	
Assessment			YR11 Submi	5	CC Music Ja	az	Dance Se	nior	
Concerna Concerna			YR11 Submi	5	Dance Seni	or	YR9 Subr	niss	
General			YR11 Submi	5	YR9 Submit	55			
Homework			VR11 Submi	8					
Incursion			VR11 Submi	s					
Informal			NSG Podcas	it					
Assessment			Year 10 Prep	36					

NSG Website

NSGHS P&C Website

The P&C Website is regular updated and maintained by the P&C committee.

The website contains a wide range of content but not limited to:

Co-Curricular Programs | Clothing Pool | Canteen | Monthly Meetings

NSGHS P&C Support school and community Next Monthly Meeting Wednesday 27th October 2021 at 7:00pm Zoom AMAZING JOURNEY MUSIC PROGRAMS CLOTHING POOL SPORT PROGRAMS CANTEEN WELCOME LUNCHEON MEET THE MUSIC P&C MONTHLY MEETINGS MEETING MINUTES A WELCOME TO NEW PARENTS GOVERNANCE

Amazing Journey



NSGHS Newsletter

Newsletter

The newsletter is sent out once a fortnight. The newsletter is a resource of information which enables the School to communicate key articles to the wider school community.



NSG Public Website

NSG Website

The NSG Website button is a direct link to North Sydney Girls High Schools public website. The website contains a wealth of information intended for all members of the wider school community.



NORTH SYDNE **GIRLS HIGH** SCHOOL



G Select Language



Portal a	Make a Payment	Annual School Reports				
Strategic	Improvement Plan	P&C Site /				

North Sydney Girls High School is a fully selective school committed to being a stimulating and challenging environment that develops resilient, connected and innovative learners who are equipped to achieve their personal best.

News and Upcoming Events

2021 HSC timetable

NSGHS Virtual Tours and Walkthrough

Click here to see a video tour of North Sydney Girls High School ₽

Click here to see an interactive walkthrough of North Sydney Girls High School @

NSGHS 2020 Orientation Day

Click here to see the previous 2020 Orientation Day welcome page

NSGHS Technology Choices

Click here to access the ordering portal and more

Year 10 into Year 11 2022 Subject Selection

Click here to access the Year 10 into Year 11 2022 Subject Selection page

NORTH SYDNEY GIRLS HIGH SCHOOL

Timetable

Timetable

To view your students daily timetable, simply tap on the "Timetable" button to generate the daily timetable for your student.

On the generated view, you will see the following:

- Period
- Class Name
- Teacher Name
- Class Room

This information is live and will be generated once you tap the "Timetable" button.

Any update to your students timetable will be reflected on this view.

Class Name: 7TM3 **Teacher Name: Sarah OBrien** Class room: FT2 **Class Name: 7GEOB Teacher Name: David Starrett** Class room: B8 Class Name: 7PDHB Teacher Name: Gayle Parnaby Class room: E2 Class Name: 7ENGB **Teacher Name: Liv Evans** Class room: B13 Class Name: 7MATB **Teacher Name: Vu Jenkins** Class room: E5

Notifications

The School may communicate through instant alerts / notifications via the NSG Parents Connect mobile application. Just like any notification, you will be able to see the NSG notification on your lock/home screen on your mobile device.

It's highly recommend to enable notifications and tap on any notifications as they will contain important information.



Notifications

If you're added to a custom notification group, you will receive a notification. Please tap on the notification to join the notification group.



If you swipe and dismiss a notification, you can simply tap on the "Notifications" button from the home screen. This will populate a list of all notifications. The list will include the time and date of when the notification was sent and the notification message content.



Absences

Absences

now

If your student is marked absence from School, you will receive an email alert notification and a notification on the NSG Parents Connect app.

> Dear parent. This is a notification to inform you that Grace Liu has been absence today. Please tap this notification or open your NSG

Application to submit a response regarding this event.

To view the Absence, simply tap on the Absence notification or tap on Absences

Absensce Notification

The Absence module will display a list of absences for the last 7-days. Once the 7-day period as past, the absence will no longer appear on this list.

from the home screen.

The list will include all explained and non-explained absences.



Absence: Responding

To respond to an absence note, tap on the relevant entry from the list.

The absence note will contain important information in relation to the absence.

To provide and send an explanation for this absence, simply tap on the grey text "Place reason for this absence" and type your response.

Optional:

You can also attach an image (e.g. photo of Doctors certificate) by tapping on the "Upload Image" button.

Remember to click Send when finished. You should see the following popup once your absence note has successfully been sent.

Success Thank you! The absence note has been successfully sent. Ok Dismiss

