

## Communication

# A complete set of tools to manage and deliver effective communication to your entire school community.

Quality communication is essential in today's modern education environment. Sentral Communication provides the tools needed to share widescale information with parents, teachers and students. As a fully integrated module, Sentral Communication makes managing, sending and receiving messages a seamless and efficient experience.

Keep parents informed with fast and reliable absence notifications when a child is late or absent from school. With SMS and/or email, information can be sent and received as the information becomes available. The option of a dedicated SMS number also enables two-way communication between parents and the school, offering another layer of communication efficiency.

Sentral Communication also manages a range of other events that require up to date information such as meetings, general issues within the school and parent teacher interviews. The intuitive interface enables administrators to manage these diverse communication needs from within the one environment.

### **Key Benefits**



Simple widescale communication



Messaging via SMS / email



Fast absence notifications



Manage meetings and interviews



Track issues



#### Messaging

Absence notifications by SMS and email keep parents informed of their child's whereabouts. Send individual messages or use bulk messaging to quickly and efficiently notify groups or cohorts within the school. Save time by developing standardised messages for specific purposes using the intuitive message template function.

#### **Meetings**

Manage all meetings within the one interface. Create new meeting types specific to the needs of your school and easily set access restrictions.

#### **Issue Tracking**

Keep track of a diverse range of matters within the school by specifying new task types and assigning appropriate staff. Configure notifications on task creation, assignment or updates via email and/or dashboard alerts. Easily list and adjust priority settings for tasks.

#### **Documents**

Create a repository of frequently needed documents and files. Categorise documents into personal (My Documents), those available for any Sentral user, or Portal documents.

#### **Interviews**

Easily manage parent interview sessions with the option of running a session over multiple days and times. Nominate times for breaks, such as morning tea, lunch etc. Create new sessions and review past sessions with a simple user interface that provides a graphical view of bookings and attendance. Specify whether teachers can manage availability, and whether parents can edit or opt out of interviews.

Keep your school community informed and up to date in real time with Sentral Communication.





