Pittwater House

How to Use Edumate

achieve a balance

co-educational campus | single-sex education

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Edumate

On the following pages you will find an overview of the system, however please note that some areas will not be accessible until your child has commenced school.

An individual username is allocated for each individual parent/guardian. This unique login registers which parent/guardian is updating records or providing explanations for attendance as required for our records.

We request that all parents/guardians access Edumate to check their details are correct and to enter their child's/children's medical details.

Function

The **Edumate** portal provides direct access to:

- View your child's Attendance, Timetable and Academic Reports
- View the School Calendar
- View your Account Transactions if you are the account holder
- Update your Personal Details and your child's Medical Details at any time
- Information on academic progress
- Welfare details including notifications of disciplinary action (ie detentions) or awards given
- Depending on the area of the School some of these functions may not be available.

Website

https://portal.tphs.nsw.edu.au

Protect Your Details

To protect your details the Edumate Login operates via a secure pop-up window. As such you must enable pop-ups for the Edumate system to work.

NOTE: *We must stress the importance of your Username and Password being kept confidential and secure, as they provide access to update details which form the School's legal, auditable record.*

Update Personal Details

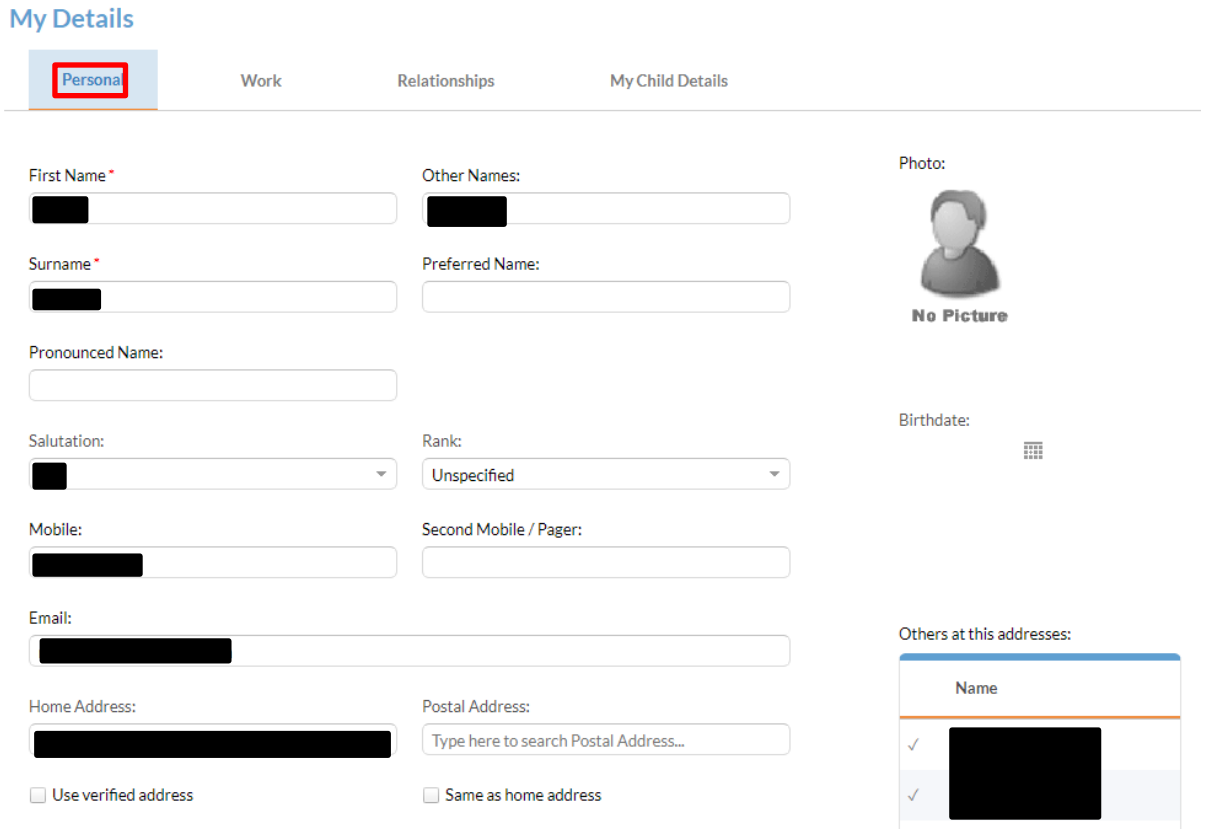
This section is located at the top right hand of the screen and can be accessed by clicking the parent or carer name. It holds your personal details and the medical details for your child/children. These can be accessed and updated at any time, and should be reviewed and confirmed at least once a year.

At first login please review your details in the change my details area, make any required updates and press either the Confirm (No Changes) or Submit Changes button at the top of each section. Please ensure that you complete all sections before pressing 'Submit Changes'.

Updating Details in Edumate 'My Details' Area

Personal

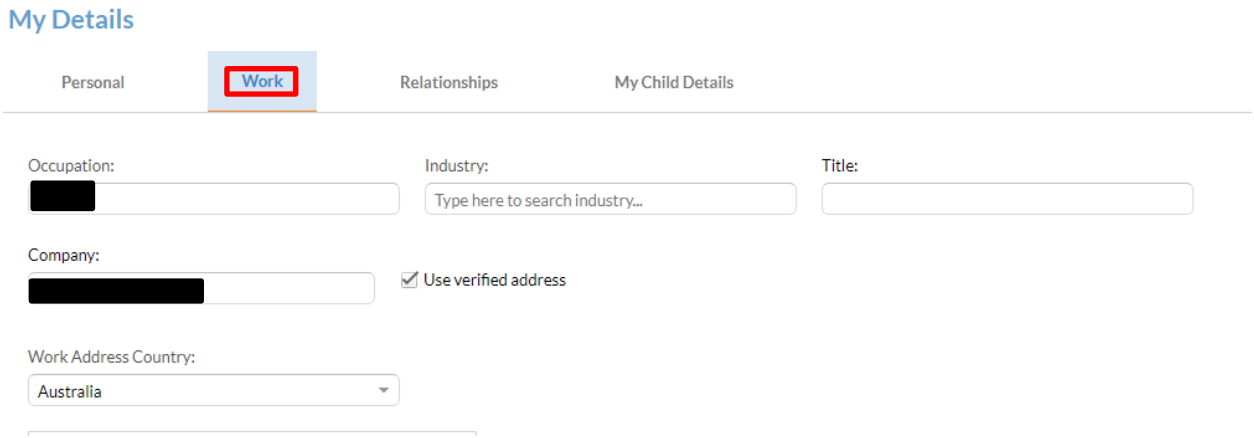
The **Personal** tab under **My Details** relates directly to your information as a parent/guardian. When complete, press the WORK > button at the bottom of the section to progress to the **Work** tab.



Work

The **Work** tab under **My Details** relates directly to your employment information as a parent/guardian.

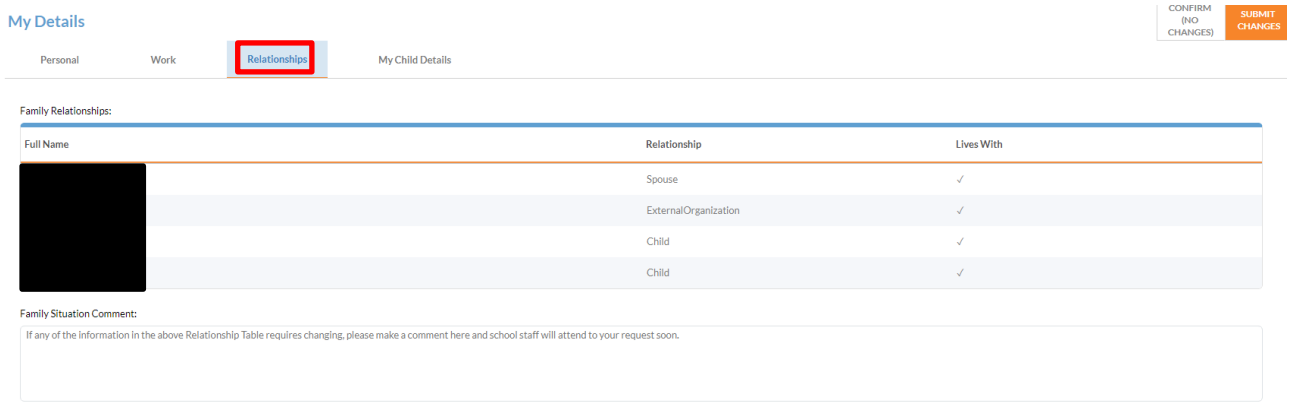
When complete, press the RELATIONSHIP > button at the bottom of the section to progress to the **Relationships** tab.



Relationships

The **Relationships** tab under **My Details** relates to your family situation.

When complete, press the MY CHILD'S DETAILS > button at the bottom of the section to progress to the **My Child Details** tab.



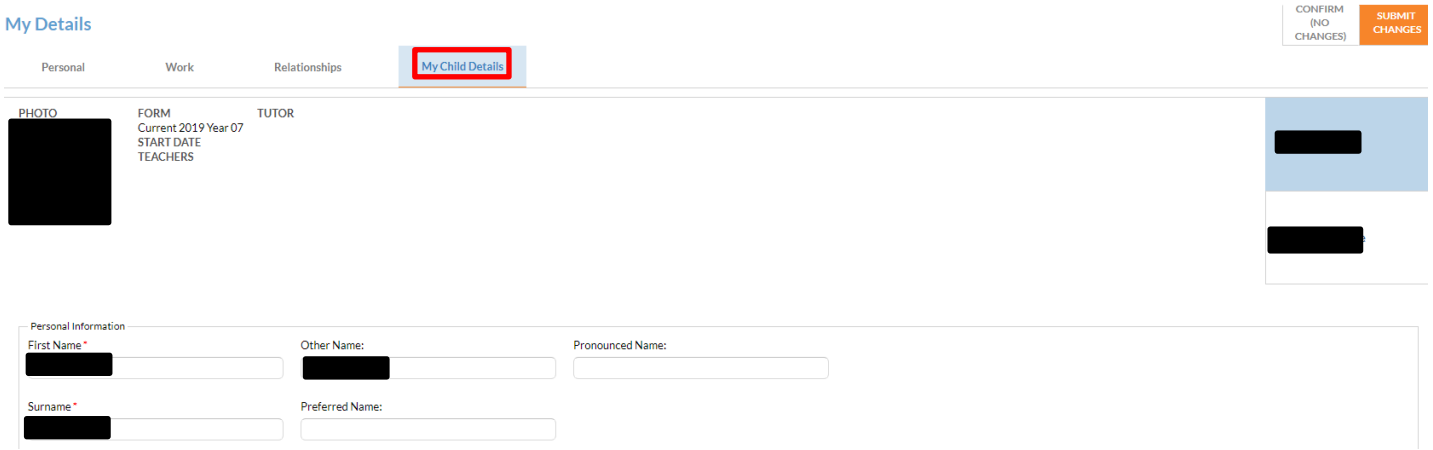
My Child Details

The **My Child Details** tab under **My Details** relates to your child's personal and medical information. You are able to switch between multiple children by clicking on the tabs with your children's names on them on the right hand side.

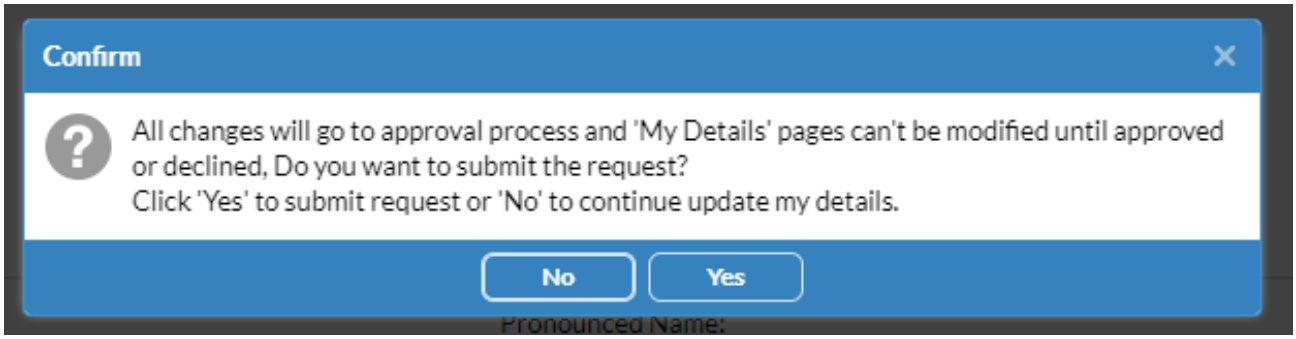
Please ensure that you complete your Children's Medical Details under the following headings:

- Health Information
- Asthma History
- Medical Condition – Anaphylaxis
- Known Medical Conditions, Sight or Hearing Difficulties
- Known Allergies
- Dietary Needs
- Prescription Medications
- Authorised Medications

A number of pre-loaded conditions are available which can be completed by simply ticking ☑ the box. **Where applicable, please only type notes if your child's condition is not on the list.**



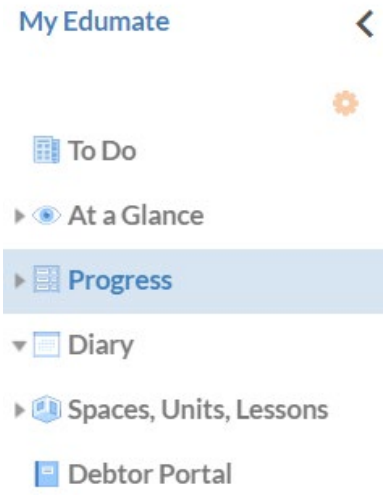
Parent/Carer Confirmation



Each time you update your details you will be required to confirm your request. The completion and date of this confirmation is then recorded in the system and the updates are received by the school.

The information you provide will directly influence the care we give to your child and it is important that all parents and guardians understand the importance of ensuring correct information is provided to the school.

Items in the My Edumate Menu

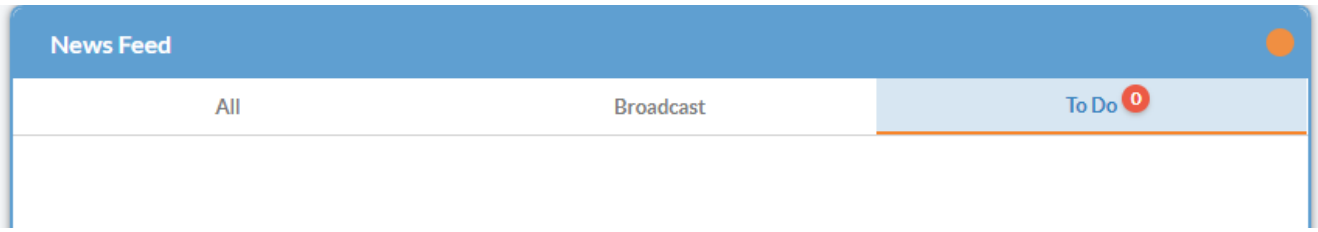


The 'My Edumate' menu is located on the left hand side of the screen. You can open the various panels from this menu.

Please Note: *The Spaces, Units, Lessons panel is not being used by Pittwater House at this stage but will be used to communicate to various groups within the School.*

'News Feed' Panel

The 'News Feed' panel lets you access items requiring parent attention via the 'To Do' tab, for example, verifying student absences. ***Please Note:*** *The 'Broadcast' tab is not being used by Pittwater House at this stage. You will need to refer to the Skoolbag app for all communications from the School.*



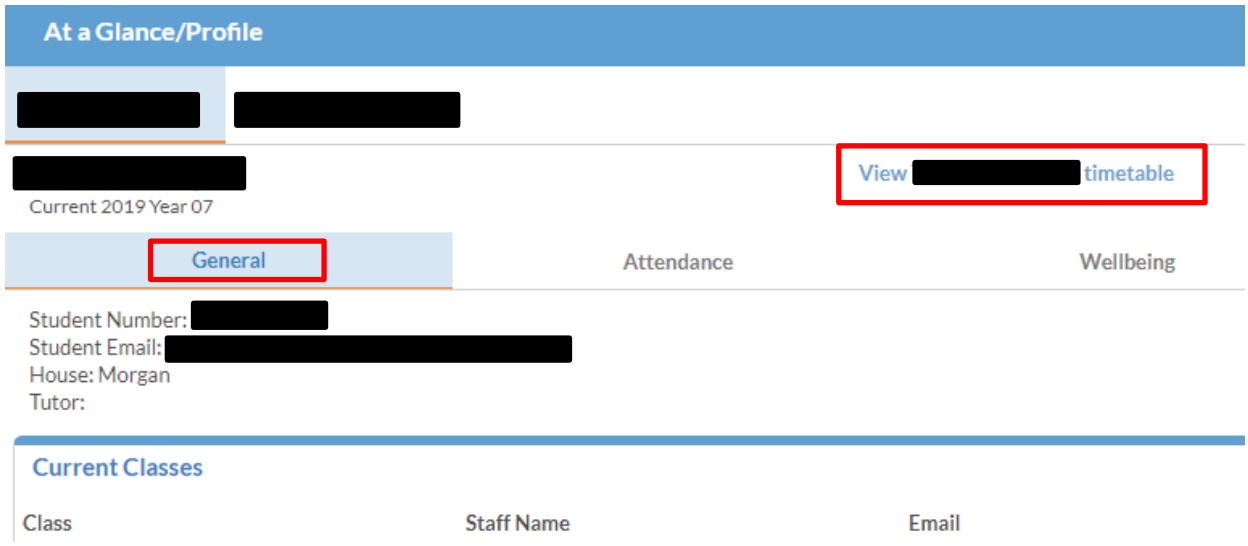
'At a Glance' Panel

The 'At a Glance' panel holds the information relevant to your child/children's current schooling. This panel lists your child's current classes and allows you to email their teachers directly by clicking on the name of the teacher of the class with whom you wish to make contact. The system will automatically open an email addressed to that teacher. (Note: your computer/device may ask you if you wish to allow Edumate access to do this.)

You are able to toggle between multiple children at the top of the panel if applicable.

HOW TO VIEW TIMETABLE

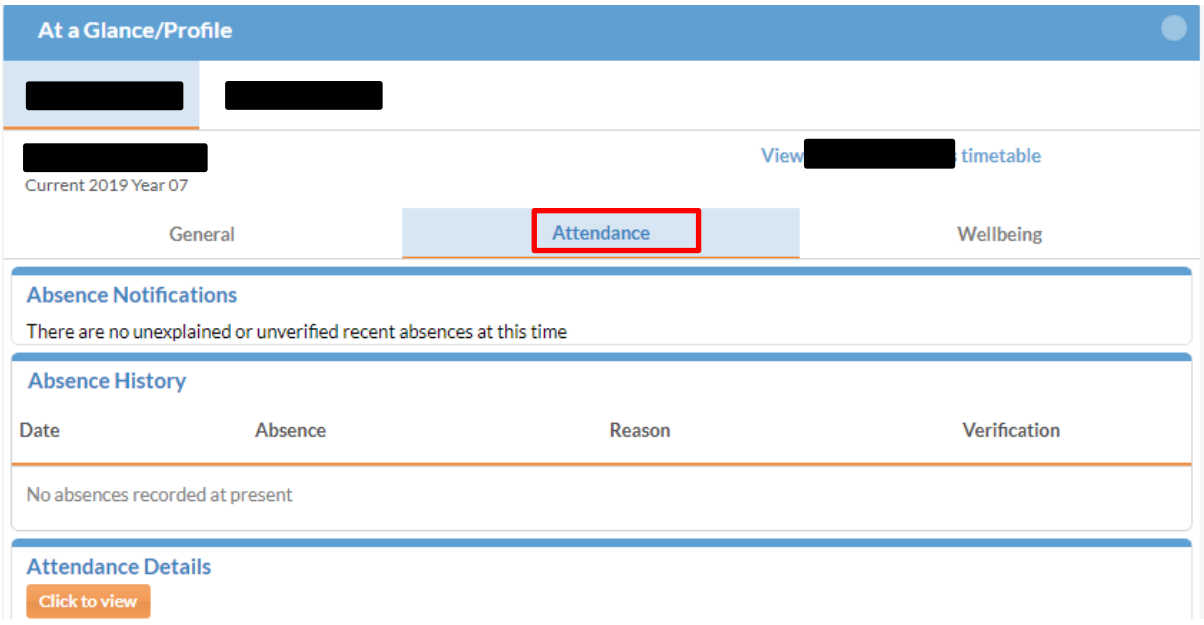
View Timetable is visible on the 'At a Glance' panel and allows you to see your child's Timetable.



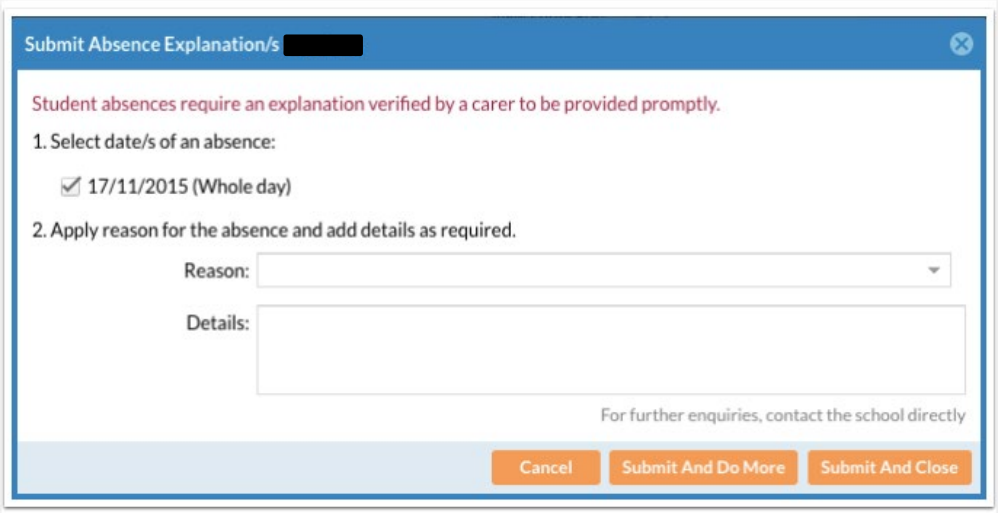
HOW TO VIEW RECENT ABSENCES AND ENTER ABSENCE REASONS

What: Absence Notifications shows when recent unexplained and/or unverified absences or late arrivals exist and allows carers to verify and give explanation of these absences.

How: Select 'Attendance' under the 'At a Glance/Profile' panel. Under Absence Notifications, a reason for absence or late arrival can be provided by selecting either 'Recent unexplained absences exist. Click to submit carer explanation/s' or 'Recent unverified absences exist. Click to submit carer verification'.



Once you have clicked on 'Recent unexplained absences exist. Click to submit carer explanation/s' or 'Recent unverified absences exist. Click to submit carer verification', you can select a reason from the drop down menu and enter further details. Once entered, click 'Submit and Close' to record the absence reason.



HOW TO VIEW ABSENCE HISTORY OR ATTENDANCE DETAILS

What: The Absence History displays a summary of absences. It will show absences older than seven days for your reference, however these cannot be altered if a reason was not supplied within seven days. Attendance Details displays an overview of student attendance.

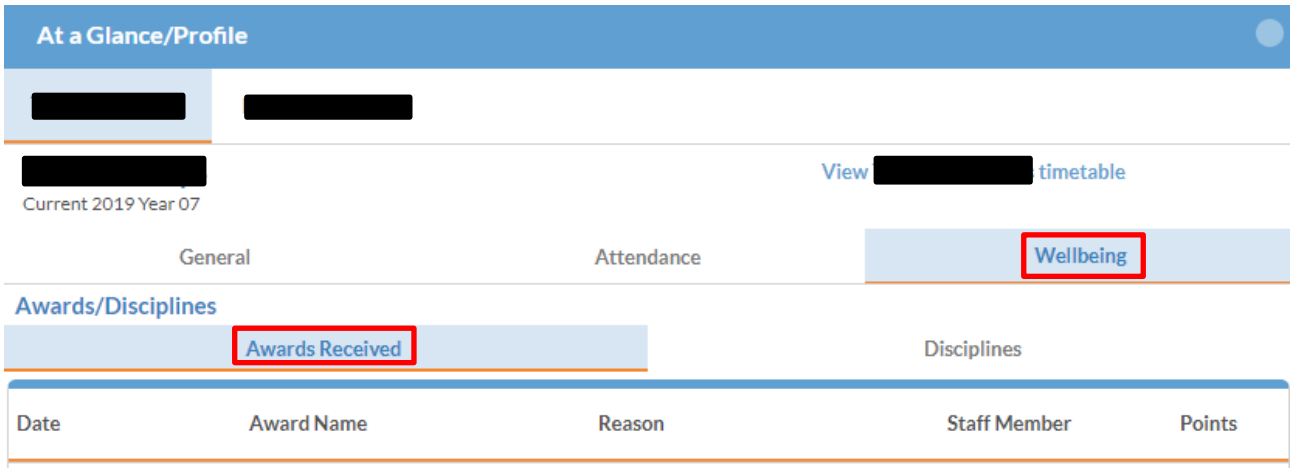
How: Select 'Attendance' under the 'At a Glance/Profile' panel and scroll to the 'Absence History' and 'Attendance Details' headings.

NOTE: *As mandated by the Education Act absence reasons can only be accepted for a period of seven (7) days, after which time the absence is set as unexplained/unjustified. Pittwater House has no ability to influence this process.*

HOW TO VIEW AWARDS AND DISCIPLINES

What: Wellbeing displays details of awards and disciplines your child has received.

How: Select 'Wellbeing' under the 'At a Glance/Profile' panel. You can toggle between 'Awards Received' and 'Disciplines'.

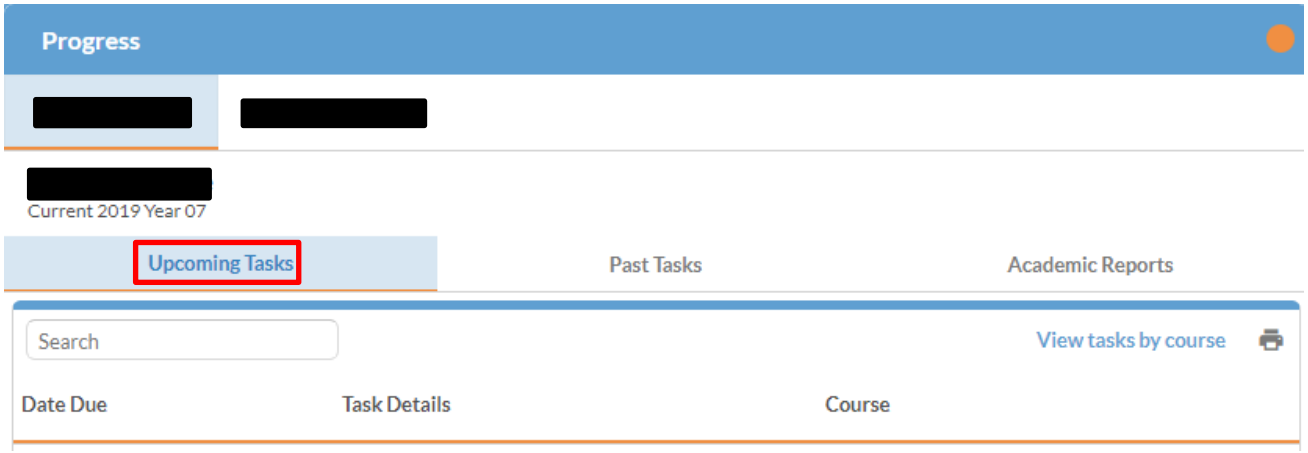


Progress Panel

HOW TO FIND UPCOMING TASKS

What: Upcoming Tasks shows formal assessment tasks that your child has due. This feature is only applicable in the Senior School.

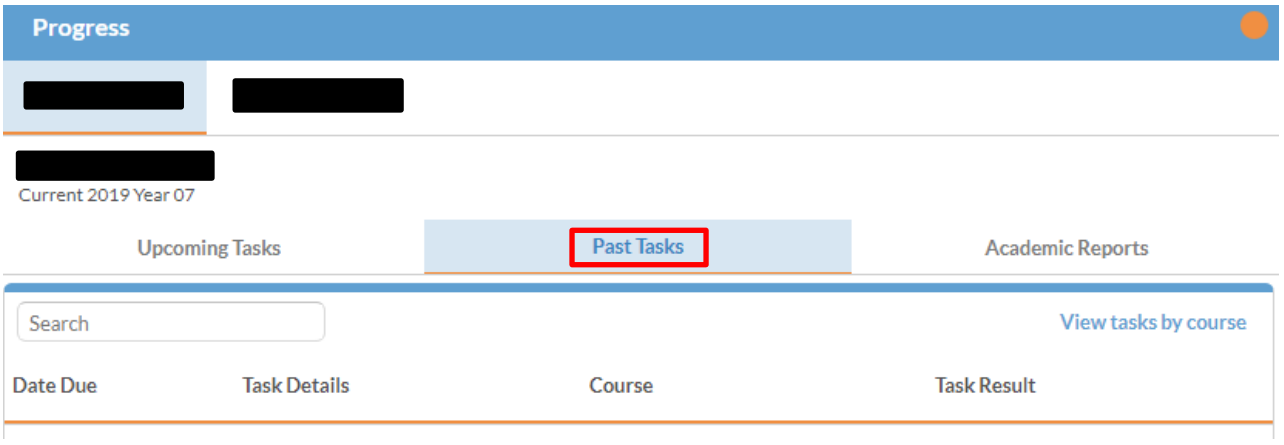
How: Click on the Upcoming Tasks tab in the Progress Panel



HOW TO FIND PAST TASKS RESULTS

What: Past Tasks allows you to access your child's Assessment result. This feature is only applicable in the Senior School.

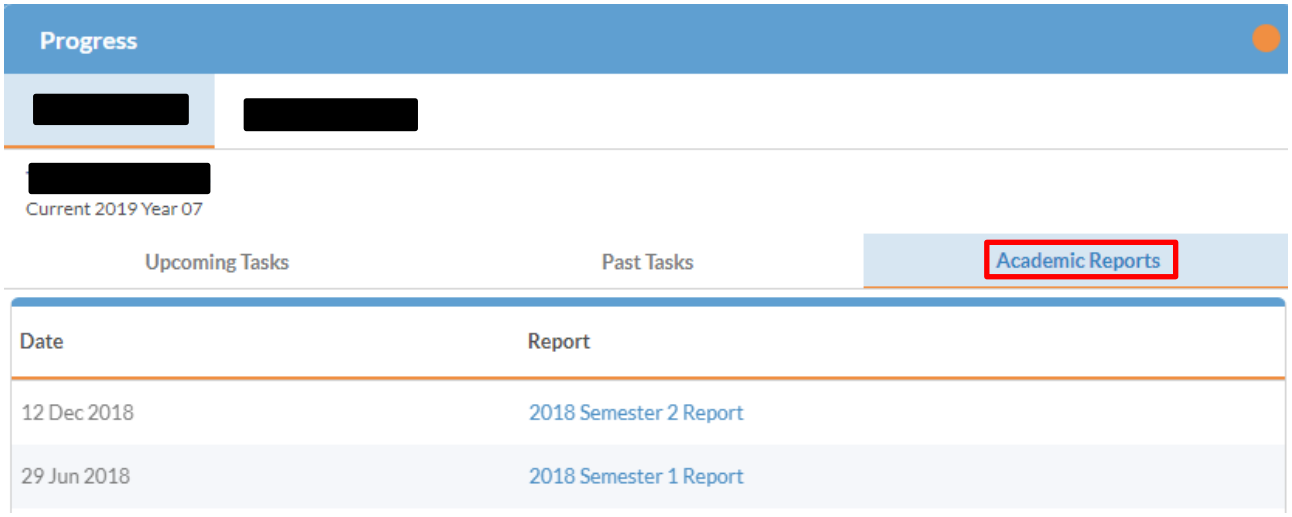
How: Click on the Past Tasks tab in the Progress Portal



HOW TO ACCESS ACADEMIC REPORTS

What: The Academic Reports area allows you to access your child's current and previous school reports on the portal.

How: Click on the Academic Reports tab in the Progress Panel



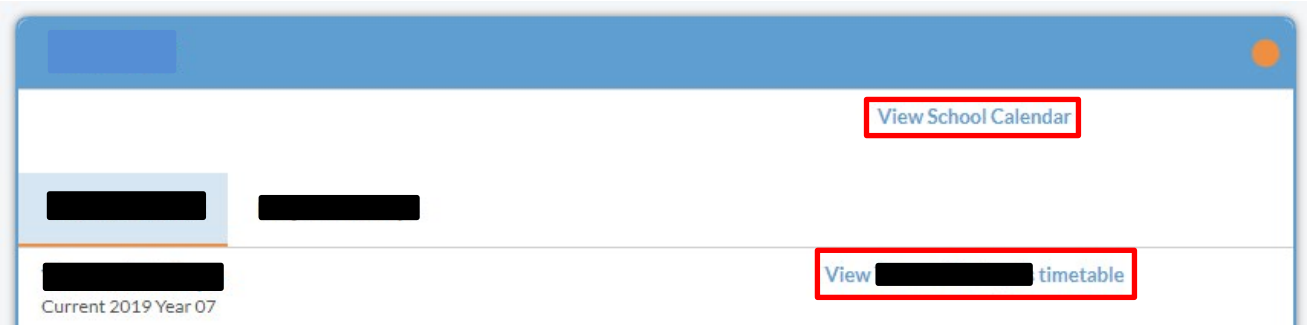
Diary Panel

You can access your child's timetable and the school calendar via the Diary Panel.

School Calendar is our online real-time calendar accessible by all staff and parents/guardians.

Using the tabs and tick box options, you can filter the calendar view by date range, year and activity type as is suitable to the information you require.

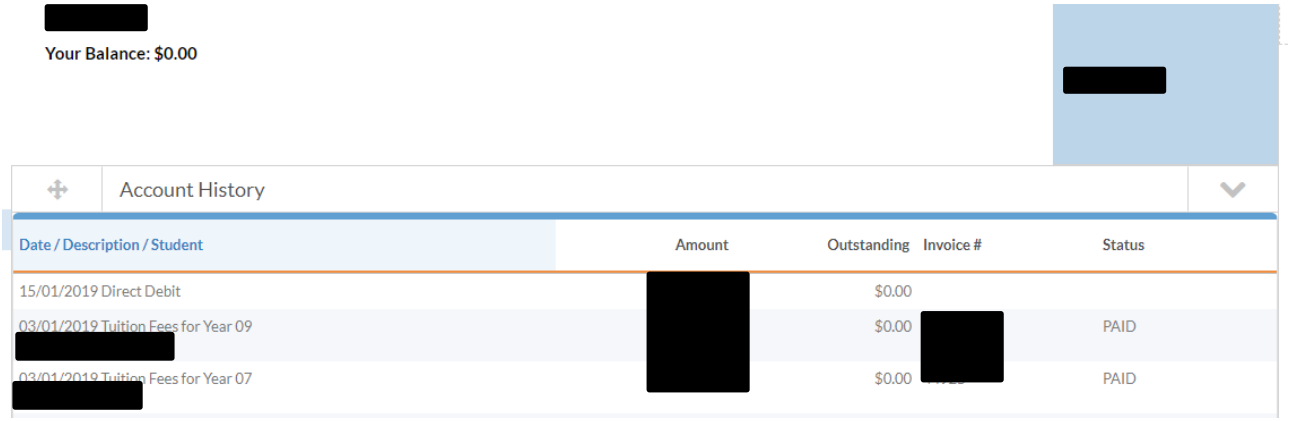
Hint: *Sports events make up about half the calendar. To make the view more manageable, turn off 'Sport' if you don't need to see it.*



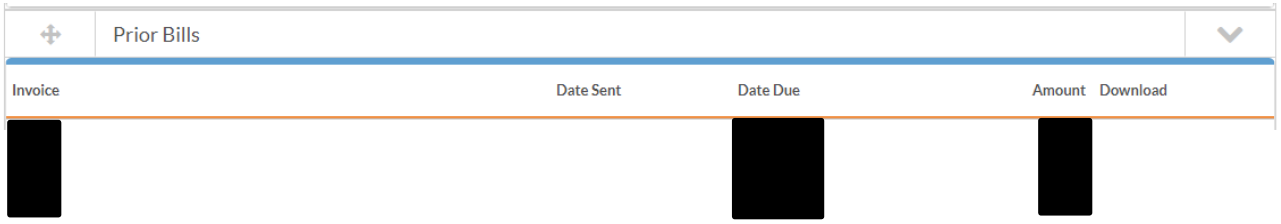
Debtor Portal

The Debtor Portal will be available to those who receive school accounts in their name. You are able to view your Account History and Prior Bills via the Debtor Portal.

Account History is located at the top of the Debtor Portal and shows an overview of your account.



By scrolling down the page you can access the **Prior Bills** section of the Debtor Portal which allows you to download past invoices.



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