

Introducing Our New Chevalier Mobile App, 'Parent Orbit'

We're excited to announce that Chevalier College has launched Parent Orbit, a new mobile app for parents.

This mobile app will enable you to interact, access important information and complete time sensitive tasks on the go. Utilising the notifications functionality, you will be prompted whenever there is an important piece of information for you to action.

Here are some of the key features you can expect from the Parent Orbit App:

- **Instant notifications:** Stay up to date with the latest announcements and important alerts right on your smartphone (be sure to enable Notifications).
- **Events:** Easily approve excursion attendance (no more paper permission notes).
- **Medical details:** Keep your child's medical details up to date.
- **Attendance:** Advise the college of absences and track your child's attendance.
- **School Calendar:** Stay informed about school events, meetings, and important dates.
- **Timetable:** View your child's timetable.
- **Academic reports:** Reports will be available at the first reporting period in 2024.

How to log in

Your login details will be the same for the Parent Lounge, the Parent Orbit App and Canvas. If you are a current family and have no issues with accessing Canvas and iGloo, simply use the same login details to access the Parent Lounge and Parent Orbit App.

If you are new to the College and/or have not set up an account, you will need to do this first. Please read Setting up your Account for how to instructions.

How to download the Parent Orbit School App

For iOS (iPhone and iPad) Users:

- Open your device's camera app.
- Scan the QR code provided to access the App Store for the Parent Orbit App.



- Once the App Store page for the app appears, tap "Get" or "Download."



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- You may be prompted to enter your Apple ID password or use Touch ID/Face ID to confirm the download.
- After the download is complete, tap "Open" to launch the app.
- Also be sure to enable Notifications

For Android Users:

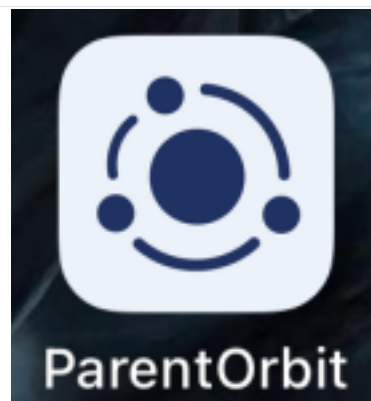
- Open your device's camera app.
- Scan the QR code provided to access the Google Play Store for the Parent Orbit App.
- Once the Google Play Store page for the app appears, tap "Install."
- The app will request certain permissions; tap "Accept" to grant them.
- After the installation is complete, tap "Open" to launch the app.
- Also be sure to enable Notifications

Setting Up Your Account:

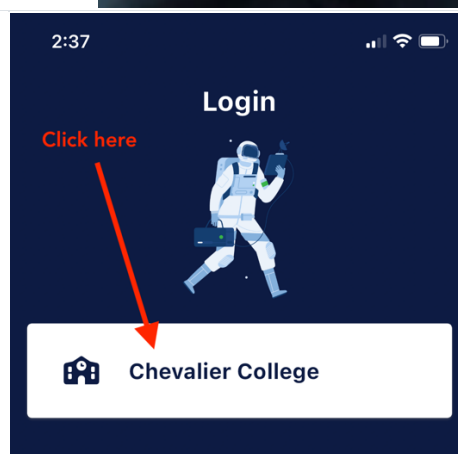
Once you have successfully downloaded and installed the app, follow these steps to set up your account:

Please note: your login details are the same login details that you currently use for Canvas and iGloo.

1. Open the app.
This will be the app icon to look for on your device.

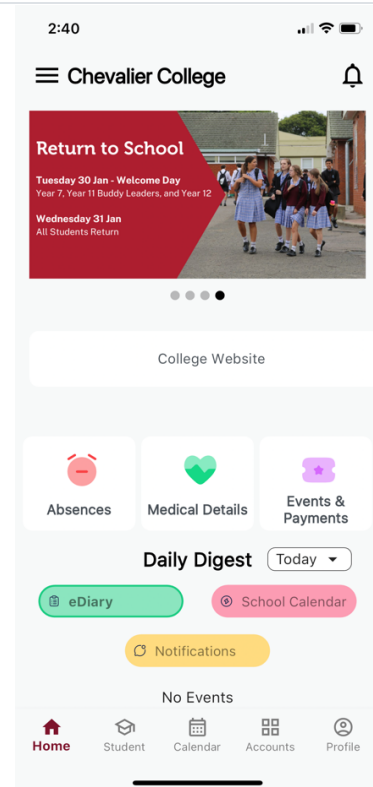


2. Click on the "Chevalier College" name
If you are prompted to enter a School Code, please enter "chevalier" (with a lower case "c").

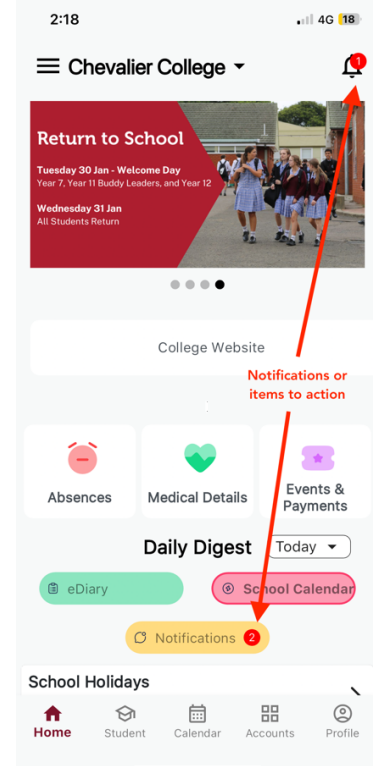




3. Follow the on-screen instructions to provide your login details (your login details are the same for the Parent Lounge, the Parent Orbit App and Canvas. If you have not set up an account, you will need to do this first – see *How to log in* for details.
 4. Click 'Login'
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5. You will now be able to navigate around the app. Your home screen will look like this. The Absences, Medical Details and Events and Payments (Excursions) buttons provide quick links to these pages.

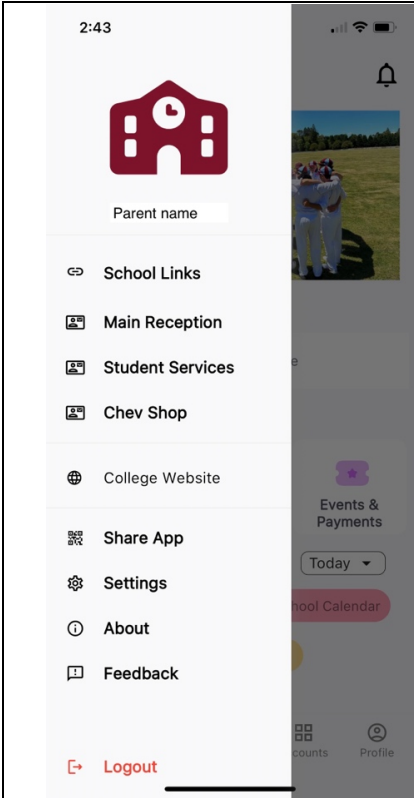
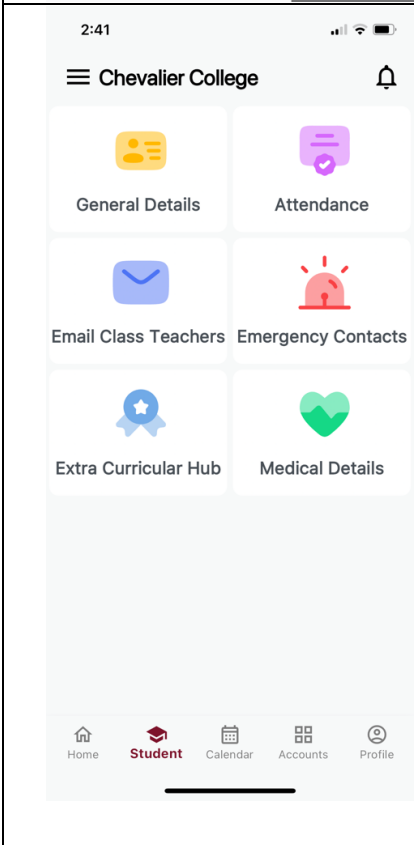


6. **Note:** A red number indicates either a notification or something to action. e.g. an absence to acknowledge, medical details to update/verify, an excursion notification etc

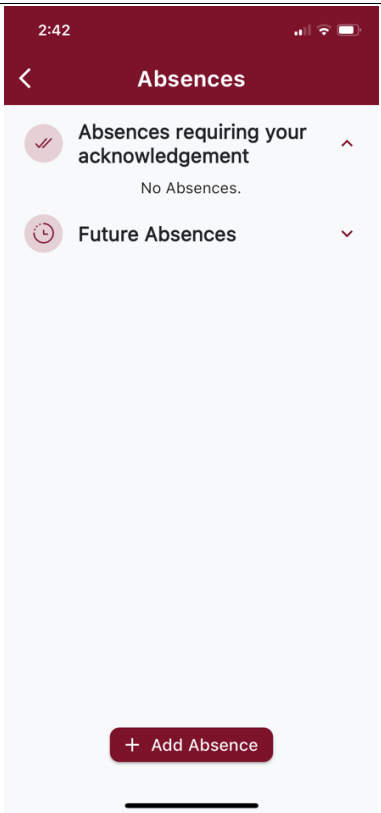
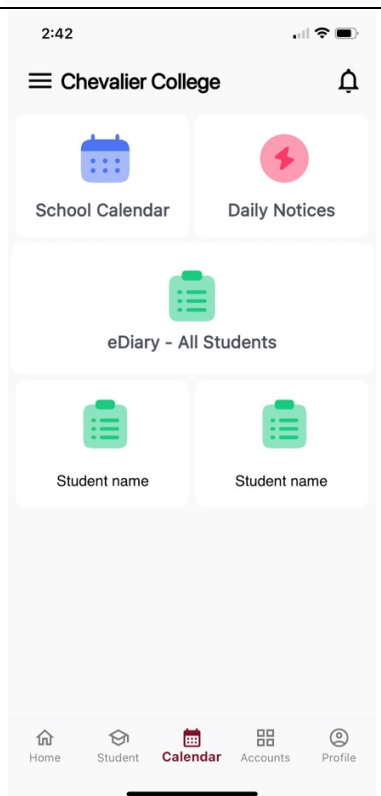


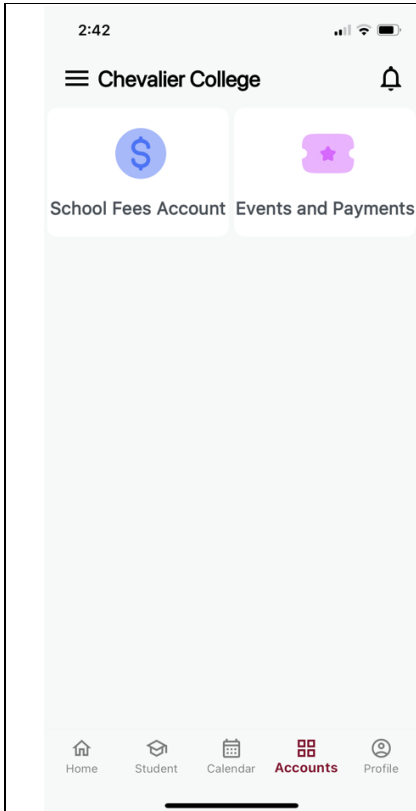


Overview

	<p>Click on the 'hamburger menu' in the top right-hand corner to open the side menu where you will find:</p> <ul style="list-style-type: none">• School Links – access to Academic Information, College Resources, Student Information and Wellbeing Information.• Quick links to phone or email Main Reception, Student Services, Chev Shop.• College website link.
	<p>Click on 'Student' on the menu at the bottom of the screen to access the following information regarding your enrolled children:</p> <ul style="list-style-type: none">• General Details – view general school information for your child including their Home Room, House, Student number and school email address.• Attendance – you can use this screen to advise us of future absences using the '+ Add Absence' button at the bottom of the screen, or view any absences your child has throughout the year, including those that are unexplained and require an explanation.• Email Class Teachers – you have the option to email your child's teachers individually or 'Email All'.• Emergency Contacts -• Extra Curricular Hub – view upcoming fixtures and training sessions for your child/ren who are in a team for the current season.• Medical Details – view the medical details we have on file for your child or use the '+ New' button to advise us of a new medical condition. <i>Please note: You will not see your updated medical details on Parent Lounge until the College has approved the 'Medical Update Request'. If you have any queries, please contact the Main Office on 4861 1488</i>

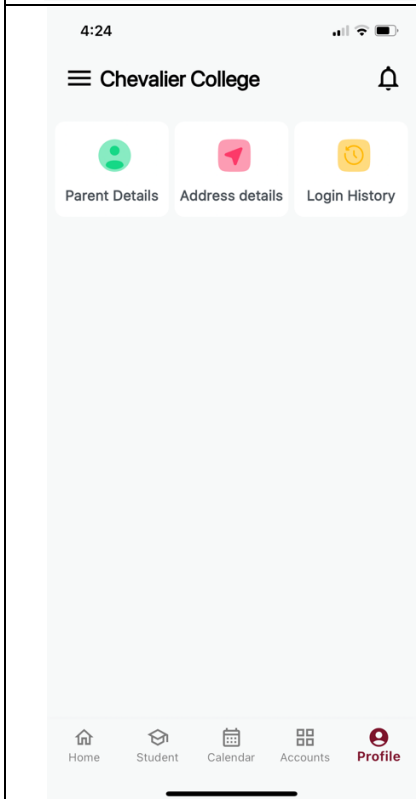


	<p>Click on 'Absences' on the home screen to do the following:</p> <ul style="list-style-type: none">• Absences requiring your acknowledgement – any unexplained absences will be listed here. Follow the link to provide an explanation.• Future Absences – if you know your child will be absent on a future date (either a full day, late arrival or early departure), click on 'Add Absence' at the bottom of the page to advise us. <i>Please note, Extended Leave (more than 5 days) must be applied for and approved by the Principal. The Extended Leave Application can be accessed via School Links>>Student Information.</i>
	<p>Click on 'Calendar' on the menu at the bottom of the screen to access:</p> <ul style="list-style-type: none">• School Calendar – view our school calendar for 2024.• Daily Notices – the Daily Notices for students are made available by 4.30pm on the day before.• eDiary – view your child's daily events including school events and their timetabled classes.



Click on 'Accounts' on the menu at the bottom of the screen to access:

- School Fees Account – view your current school fees balance and access a direct link to Edstart that will make it easy for new families to establish an Edstart account and plan. If you are an existing Chevalier family there is no need to establish a new plan. Edstart will contact you directly if a change to your plan is required.
- Events and Payments – view and provide permission for your child to attend excursions (no more paper permission notes!). Details for the excursion (e.g. departure and return times, transport, clothing, meals, what to bring) and the Terms and Conditions for excursions can also be found here.



Click on 'Profile' on the menu at the bottom of the screen to access:

- Parent Details
- Address Details – you can update your address, contact, and Emergency Contact details by clicking on 'Update Address' at the bottom of the screen, completing the details and clicking 'Submit'.
- *Please note: You will not see your updated details on until the College has approved the 'Address Update Request'. If you have any queries, please contact the Main Office on 4861 1488.*
- Login History – this will show a record of each time you login to the app.

If you encounter any difficulties during the download or setup process, please contact the College via office@chevalier.nsw.edu.au for assistance.