Parent and Student Communications

To help families organise key dates, communications and events we have provided the following list to show how you can keep in touch with the College. Please keep this list for future reference.

Phone
Our college office can be contacted between the hours **8:30am – 4:30pm** by calling **5248 1400**. Call our office to update your family contacts, address or occupation changes. Please SMS student absences to **0416 907 351**.

Newsletter
A weekly College Newsletter is produced every **Tuesday** and published online at [http://www.newcombsc.vic.edu.au/news-events/newsletter](http://www.newcombsc.vic.edu.au/news-events/newsletter) or just click the Newsletter button at the bottom of our homepage. The Newsletter contains important information about upcoming events and dates and recent school activities. Previous newsletters can also be found and printed if required. Families can also receive the newsletter via email, just give your email address to the general office.

Phone App
This free app can be downloaded for iPhone, iPad or Android devices and gives shortcut access to items on our website as well as Push Notices to let you know of the latest things happening at the college. Click on Events Calendar, News, Term Dates, Alerts, Canteen Menu, Uniform, School Map or use the Contact Us at any time for further information.

Xuno Parent/Student Portal
This real-time information portal can be accessed via our website using your school **username** and **password**. Xuno gives access to student information including school reports, attendance data, class information like teachers of your students, student work and timetables as well as allowing you to receive and send messages to teachers or the College. Parent Interview bookings will also be made via Xuno. See over this page for details. Go to [www.newcombsc.vic.edu.au](http://www.newcombsc.vic.edu.au) and click the Login button at the bottom of the screen.

SMS Text Messages
Getting text messages directly to your mobile phone allows us to make instant contact for absence notices, school emergencies and reminders. Xuno also links in with mobile numbers to give calendar updates and year-level or individual student communications.

Email
We use email addresses to distribute our weekly newsletter, Xuno notices and whole school reminders. Email is also a great way to send larger attachments that are unable to be sent in a text message.

<table>
<thead>
<tr>
<th>What we need from you</th>
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<tbody>
<tr>
<td><strong>It is very important that we have up to date contact information for all of our families.</strong> To ensure we can contact you as needed please provide in writing, or phone the College, any changes to the following information -</td>
</tr>
<tr>
<td>• A current residential and mailing address</td>
</tr>
<tr>
<td>• A current mobile phone number</td>
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<tr>
<td>• A current home phone number</td>
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<tr>
<td>• An email address that you can access as needed</td>
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<tr>
<td>• At least two alternative emergency contacts</td>
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<tr>
<td>• A list of approved family/friends as emergency contacts</td>
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Portal: How to Book Parent Teacher Interviews

Making Bookings – go to www.newcombsc.vic.edu.au and click on the Login button at the bottom of the screen. Use your Secure Log In Username and Password provided by the school to sign in to Xuno.

Parents are able to start booking interviews as soon as the school has opened the booking process. Please contact us on 52481400 if you find that you are unable to book your interviews.

We recommend that you book your interviews using a larger device such as a laptop, tablet or computer.

1. Click on the School menu and then click on the Parent Teacher Interviews item. If you are using a mobile device you'll need to tap on the menu icon in the top right, before you can tap on the School menu.

2. If you have any current bookings, these will be shown at the top of the page in the 'Confirmed Bookings' table. You can remove a booking at any time by clicking on its corresponding delete button. Only parents are able to make and remove bookings.

3. To make a booking, first select a specific child by clicking on the button labelled with your child's name. A list of available teachers and classes will appear below.

4. Choose a teacher and class, and a time from the corresponding drop-down list. Once you select a time your booking will be moved to the 'Confirmed Bookings' table at the top of the page. Bookings and available times are instant and work on a first-booked basis.

5. Repeat steps 3-4 for all of your bookings. Alternatively, you can use the Book all remaining... option to book all available remaining classes for your selected child in one go. Once you select a start time, XUNO will automatically work out the best possible time slots and book the teachers for you. If you have more than one child, you will need to do this for each child individually. Student coordinators are not booked automatically.

6. Click on the Print icon in the top header bar to print your confirmed bookings. The print icon is not available on mobiles and devices using small screens.

Did you know?...

Use the Book all remaining... option to book all remaining classes for the selected student in one go. Choose a start time and XUNO will automatically work out the best possible times slots and method of booking the classes.

NOTE –

Our next Parent/Student/Teacher Conferences will be held on Thursday August 13th in the Language Centre from 4.00pm to 7.00pm. The Xuno Portal for this will be opened on Wednesday August 5th at 9.00am for you to make bookings with teachers.

If you are unable to use Xuno a booking can still be made with teachers using your Student Organiser and showing each teacher who will then transfer the booking to Xuno.

Please call the school on 52481400 if you need help to make a booking.