



PARENT LOUNGE USER GUIDE

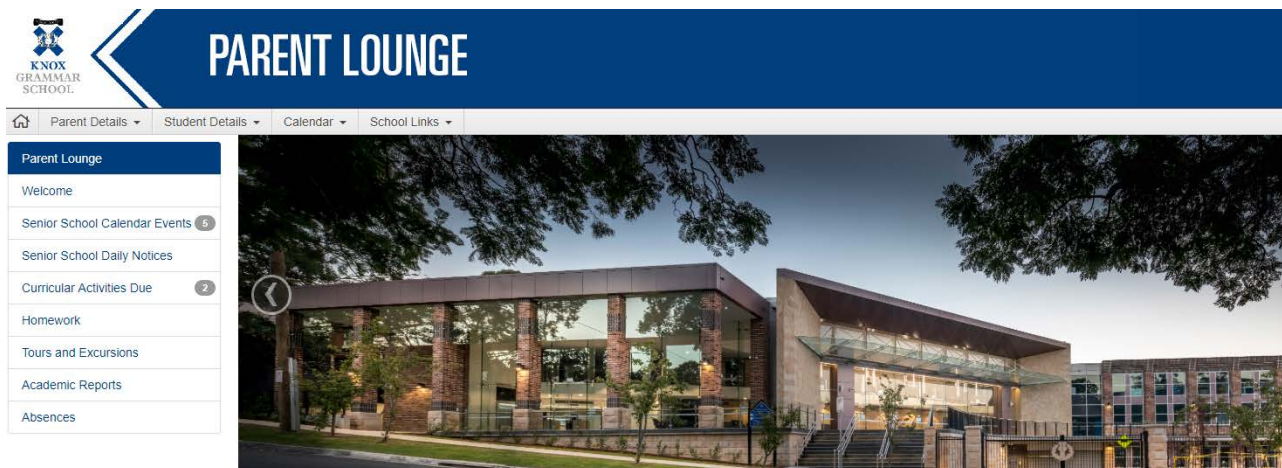
Below please find a quick reference guide for the Knox Parent Lounge (PL). The Parent Lounge is a communication tool used by Knox Grammar School to share information with parents and guardians. It provides access to the parent directory, timetable, calendar, academic results, curricular activities, class teachers and attendance records. The Parent Lounge is connected to our other information tool, the **Knox Portal** through the **School Links > Quicklinks** tab. It is also available to access from a mobile phone.

LOGGING ON

Access to the Parent Lounge is through knoxnet.knox.nsw.edu.au. Please select the 'Parent Lounge' tab and login using your username and password. Your username is made up of your parent code followed by the letter 'f' for father, 'm' for mother or 'g' for guardian (where applicable). So if your parent code is SMITH01, the father's username would be SMITH01F. Your password is the same as your BPay reference number. You can find this on your school fees statement and is usually a five digit number. Enter this number for your password exactly as it appears on your statement.

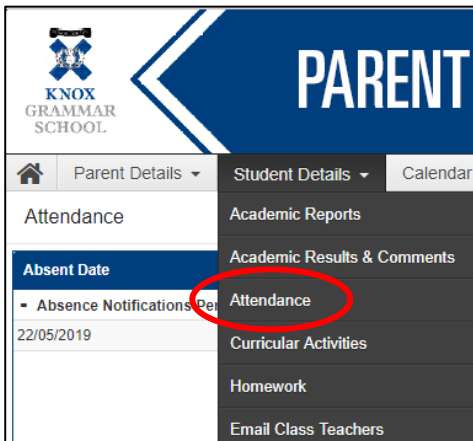
USING THE PARENT LOUNGE

The Parent Lounge uses horizontal drop down menus and a left hand navigation bar. To access Parent Details, Student Details, the School Calendar and School Links please place your mouse over the menu heading and select from the drop down menu on the horizontal menu.



To access the Welcome message, Senior School Daily Notices, Curricular Activities Due and Academic Reports, please click on the left hand banner links.

ABSENCE NOTIFICATIONS IN PARENT LOUNGE



From the **Student Details** drop-down menu choose **Attendance**

From the top right of the screen click on

+ Add Absence Notification

The screenshot shows the 'Student Absence Notification' form. It includes fields for 'Student' (with a checkbox and 'Sample Student'), 'Date From' and 'Date To' (both set to '22/05/2019'), 'Type of Absence' (set to 'Absent from school'), and 'Reason for Absence' (set to 'Illness/Medical'). There are also text areas for 'Comment' and 'Instructions', and a section for 'Attach Medical Certificate' with a checkbox and a file upload area. At the bottom, there is a 'Cancel' button and a '+ Submit New' button (highlighted with a red circle).

Choose the correct student or students (a single form may be submitted to cover multiple students if applicable) by ticking the box beside the student name, today's date will prefill (please change this if required).

Choose the **type of absence** and **reason for absence** from the lists available.

Click **submit new**

If the absence is for part of a day you will be required to enter the estimated arrival/departure time

Student Absence Notification

* Student ☒ Sample Student

* Date From 22/05/2019 * Date To 22/05/2019

* Type of Absence Absent Morning

* Reason for Absence Illness/Medical

* Arrival Time 03:19 pm

Comment 0 of 1500

Instructions 0 of 1500

Attach Medical Certificate ☐ Lachlan ARDRON

Drop file here - or -

+ Choose

Cancel + Submit New

ACKNOWLEDGING ABSENCES IN PARENT LOUNGE

If you receive an SMS notification that requires parent acknowledgement of an absence:

Parent Lounge

- Welcome
- Senior School Calendar Events
- Senior School Daily Notices
- Curricular Activities Due 4
- Homework
- Tours and Excursions 2
- Academic Reports
- Absences

From the home menu (left of page) choose **Absences**

Click Acknowledge

Absences		
1 Absence requires your acknowledgement		
22/05/2019	Early Departure [2:22pm]	Acknowledge

Choose a reason for absence from the available list, tick the acknowledgement and then **submit**

Date 22/05/2019

Absence Type Early Departure [2:22pm]

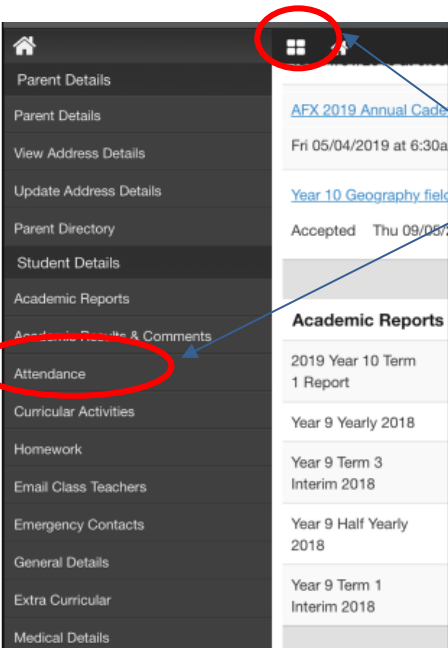
* Reason for Absence

Comment

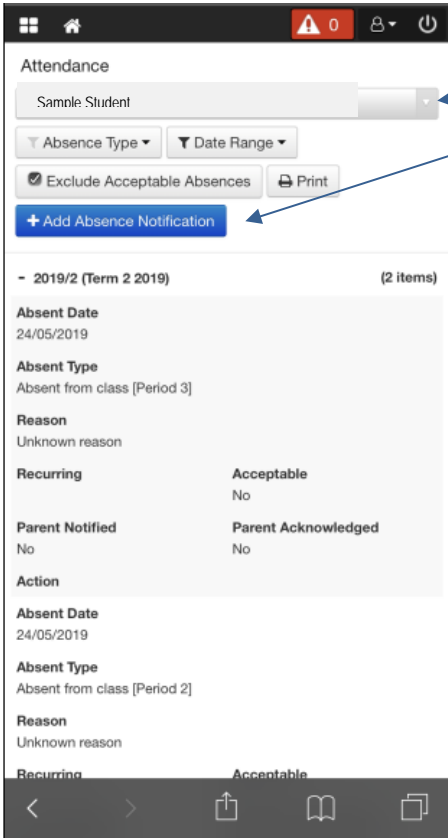
☒ I acknowledge that the details of this absence are correct

Cancel Submit Acknowledge

ABSENCE NOTIFICATIONS IN PARENT LOUNGE (VIA MOBILE PHONE)



From the top level menu choose **Attendance**



Choose the correct student then Add Absence Notification

* Student
☒ Sample Student

* Date From
 24 May 2019

* Date To
 24 May 2019

* Type of Absence

* Reason for Absence

Comment
 0 of 1500

Instructions
 0 of 1500

^ v Done

Absent from school

Absent Morning
 Early Departure
 Late to School

Ensure the dates are correct. Today's date is pre-filled.

Select the type of absence and the reason from the drop-down lists

24 May 2019

* Type of Absence
 Early Departure

* Reason for Absence

* Departure Time
 11:26

Comment
 0 of 1500

Instructions
 0 of 1500

Attach Medical Certificate
☐ Sample Student

Drop file here - or -

+ Choose

Please contact the SAO/Prep Office for any other absence options.

Cancel + Submit New

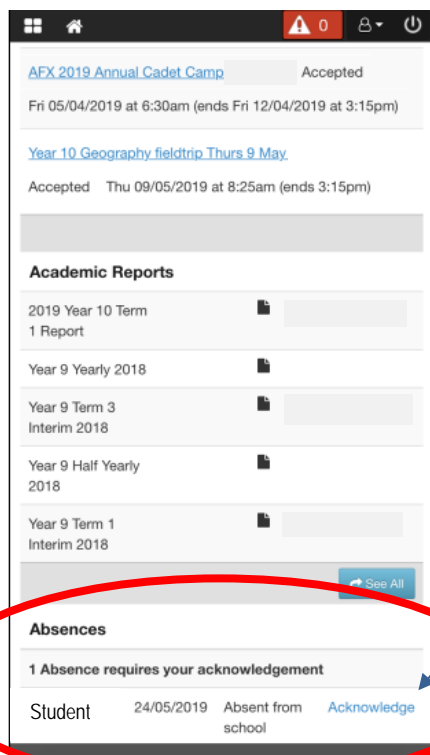
If Early Departure or Late Arrival enter the time of departure/arrival

Enter further details in the comment or instructions boxes

Medical certificates may be uploaded

ACKNOWLEDGING ABSENCES IN PARENT LOUNGE (MOBILE VERSION)

If you receive a notification of an absence, you may action this in Parent Lounge



AFX 2019 Annual Cadet Camp Accepted
Fri 05/04/2019 at 6:30am (ends Fri 12/04/2019 at 3:15pm)

Year 10 Geography fieldtrip Thurs 9 May
Accepted Thu 09/05/2019 at 8:25am (ends 3:15pm)

Academic Reports

2019 Year 10 Term 1 Report

Year 9 Yearly 2018

Year 9 Term 3 Interim 2018

Year 9 Half Yearly 2018

Year 9 Term 1 Interim 2018

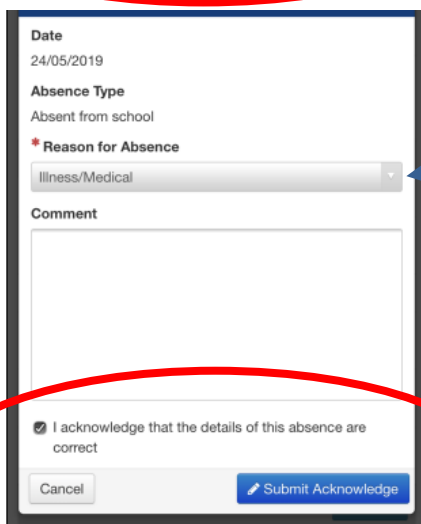
See All

Absences

1 Absence requires your acknowledgement

Student	Date	Absence Type	Action
	24/05/2019	Absent from school	Acknowledge

On the home page scroll right to the bottom to see any **Absences** which require acknowledgement



Date
24/05/2019

Absence Type
Absent from school

* Reason for Absence
Illness/Medical

Comment

☒ I acknowledge that the details of this absence are correct

Cancel [Submit Acknowledge](#)

Select the reason from the drop-down list

Tick the acknowledgement and **submit**

PARENT DIRECTORY

One of the great features of the PL is an 'opt-in' Parent Directory that allows you to share your contact details with other Knox Parents and Guardians if you choose. You can share all, some or none of your contact details. Only Parents or Guardians in your son(s) class or year group will be able to see your details. It is important to note that this directory is only for personal, private use such as phoning your son's friends, arranging collection of boys for sport and for social contact. Under no circumstances may the Parent Directory be shared with third parties. By agreeing to share your contact details on the Parent Directory you are enabling other parents and guardians at Knox Grammar School to view your details and possibly contact you. To access the Parent

Directory please select the **Parent Details>Parent Directory**. Your available directory will be displayed based on your son(s) year group(s). Please select '**Maintain**' to access your directory details and determine what, if any information you wish to share.

Parent Directory Links

Year (10)
PC Tutor Group (FAA)

Suburb	Post Code	Country	Home Phone	Mobile Phone 1	Mobile Phone 2	Email Address
Maintain						

A list of details will be displayed. You are able to:

- Select an address to display in the Parent Directory.
- Select the details you wish to share by clicking in relevant share box.
- Save your changes.

Your details will then be available on the Parent Directory. To change any details on your directory listing please contact enrol@knox.nsw.edu.au. Address details may be updated through Parent Lounge using Parent Details> Update Address Details. **Please note that there are individual addresses for Father and Mother as well as a postal address which will need to be updated.**


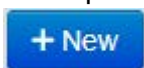
Update Address Update Contact Details



VIEWING THE PARENT DIRECTORY FOR YOUR SON'S CLASS OR YEAR GROUP

To see the full Parent Directory listing for your son's class or year group, please select 'Parent Directory' from the drop-down menu 'Parent Details'. In the table with your son's name, from the column 'Parent Directory Links' click on the link to your son's year group - for example, 'Year (7)'.

UPDATING STUDENT MEDICAL DETAILS

Student Medical details can be updated from the Student Details dropdown menu > Medical

Details. Click on  for Generic Medical Details or  in each section to add medical conditions, immunisation details, medical practitioners or supplementary information. You

may also edit or delete individual entries by using the   symbols.

SCHOOL LINKS

The **School Links** drop down provides access to all the information available on the Knox Portal including Quicklinks, Year Group pages (K-12), Prep Calendar, Prep School Portal, Knox Counselling, Careers Advice and School Policies.

HELP

If you are having trouble logging in or using the Parent Lounge please contact the Knox Helpdesk – prephelpdesk@knox.nsw.edu.au (Prep School) or helpdesk@knox.nsw.edu.au (Senior School).