College Mobile App
Guide

Version 2: Updated 8th May 2025

Rouse Hill
Anglican College

Introduction

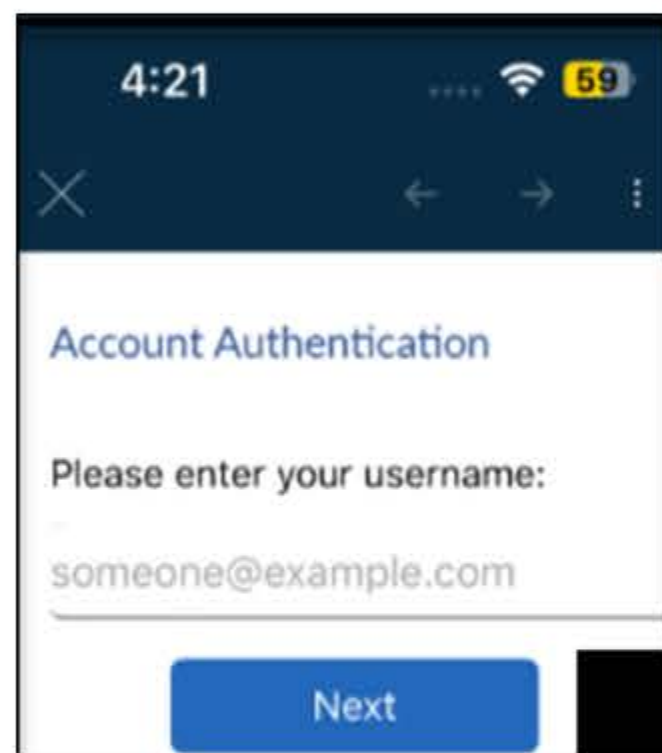## Overview and how to download

Overview

The all-new RHAC mobile app offers a convenient way to centralise all College communication in one easily accessible platform—anytime, anywhere. Designed for parents, the app provides a simple way to stay informed about student activities, events, and attendance, as well as the latest news from Rouse Hill Anglican College.

Now available for both Android and iOS devices by searching "Rouse Hill Anglican College" and download.

iOS
Download the App Now

Android
Download the App Now

Account Authentication

Account Authentication Process
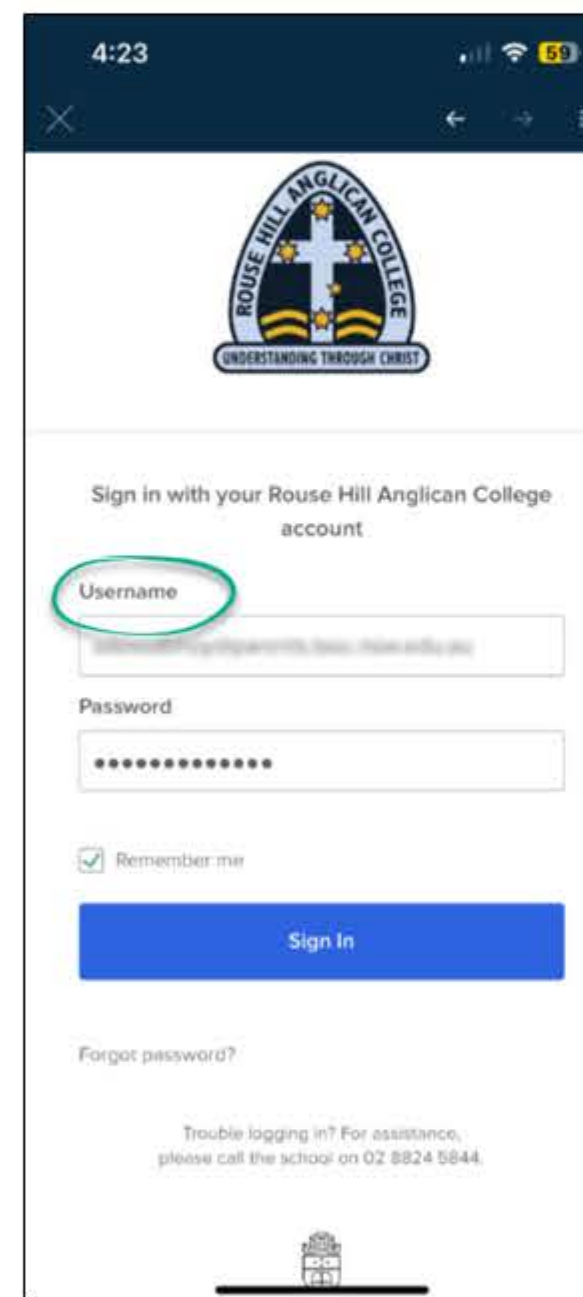
The RHAC mobile app has a double layer of authentication to keep your data secure. Sign in using your username and password as the Edumate Parent Portal login details.

A 6-digit SMS/email verification code will be sent to your mobile phone as a second level of authentication. If you are on a trusted device, you can select the option to not ask for a code on this device again. Once authenticated, you will be taken to the parent portal landing page.
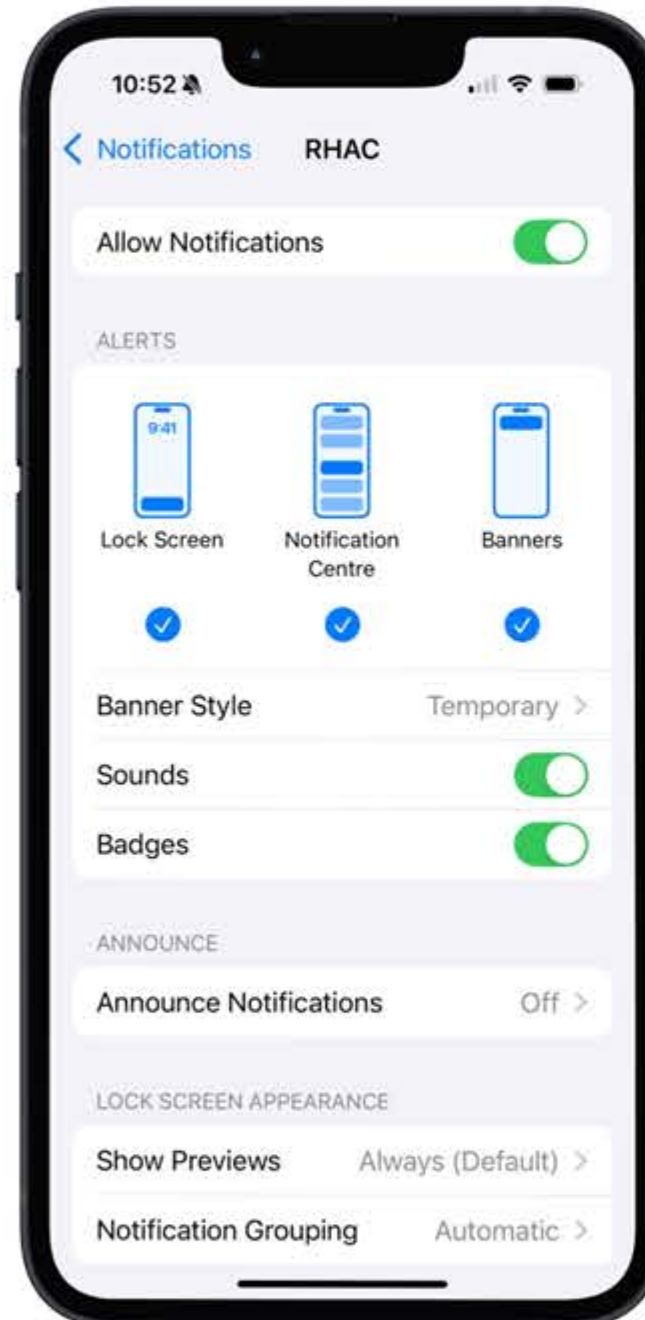
If you are unsure of your login or require technical support, please email our IT Helpdesk helpdesk@rhac.nsw.edu.au

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Notifications

Push Notification Settings
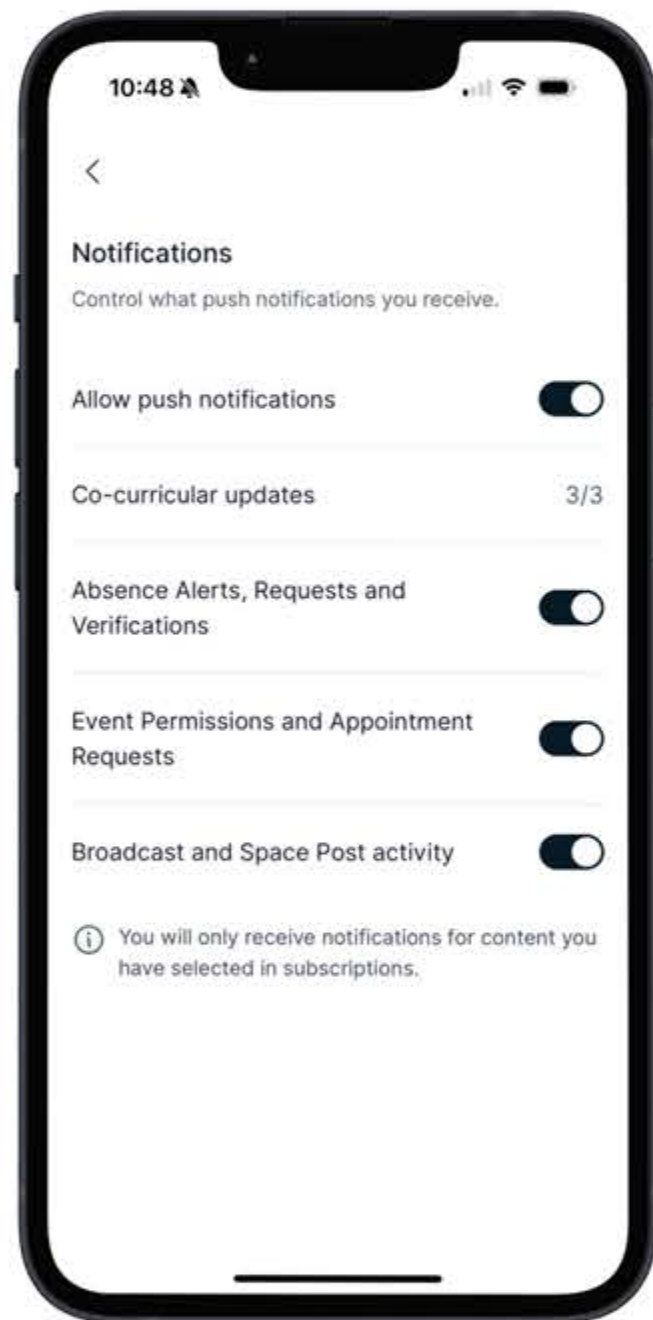
RHAC mobile app notification settings

Mobile handset/device general notification settings. This may vary depending on your device.

Why do I need push notifications?

To ensure you receive important updates such as attendance alerts, event reminders, and other key information, you must enable notifications in two places:

• Push Notifications in the RHAC Mobile App

• Notification Settings on Your Mobile Device (system-level settings)

Push notifications are designed to deliver timely updates directly to your screen—even when the app isn't open. Without both settings turned on, you may miss critical information from the College.

Please take a moment to check that both notification settings are enabled to stay connected and informed.

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Dashboard
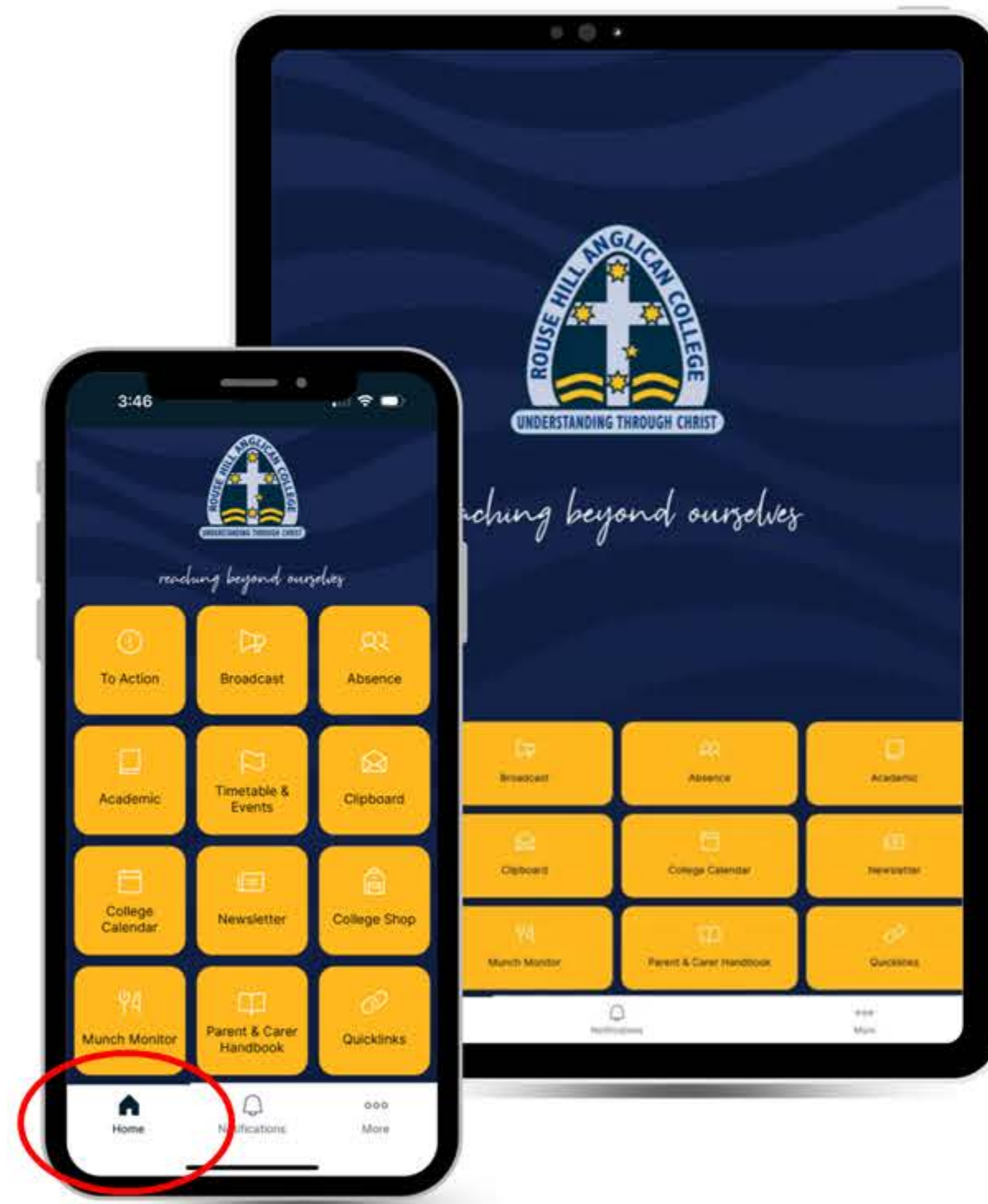
Overview

Access anytime, anywhere

The dashboard (Home) provides you with an instant overview of all the modules available.

Further instructions will explain each module in more detail. From here, you can access:

- To Action
- Broadcast
- Absence
- Academic
- Timetable & Events
- Clipboard

- College Calendar
- Newsletter
- College Shop
- Munch Monitor
- Parent and Carer Handbook
- Quicklinks

Read on for more information about each one.

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App Tiles

Overview

To Action: Outstanding messages to review

Any unactioned, pending actions such as event permissions, appointment requests, etc., will be found here for your review. Triggered push notifications are displayed by a number as below that will be sent to the app when items are posted by the College.
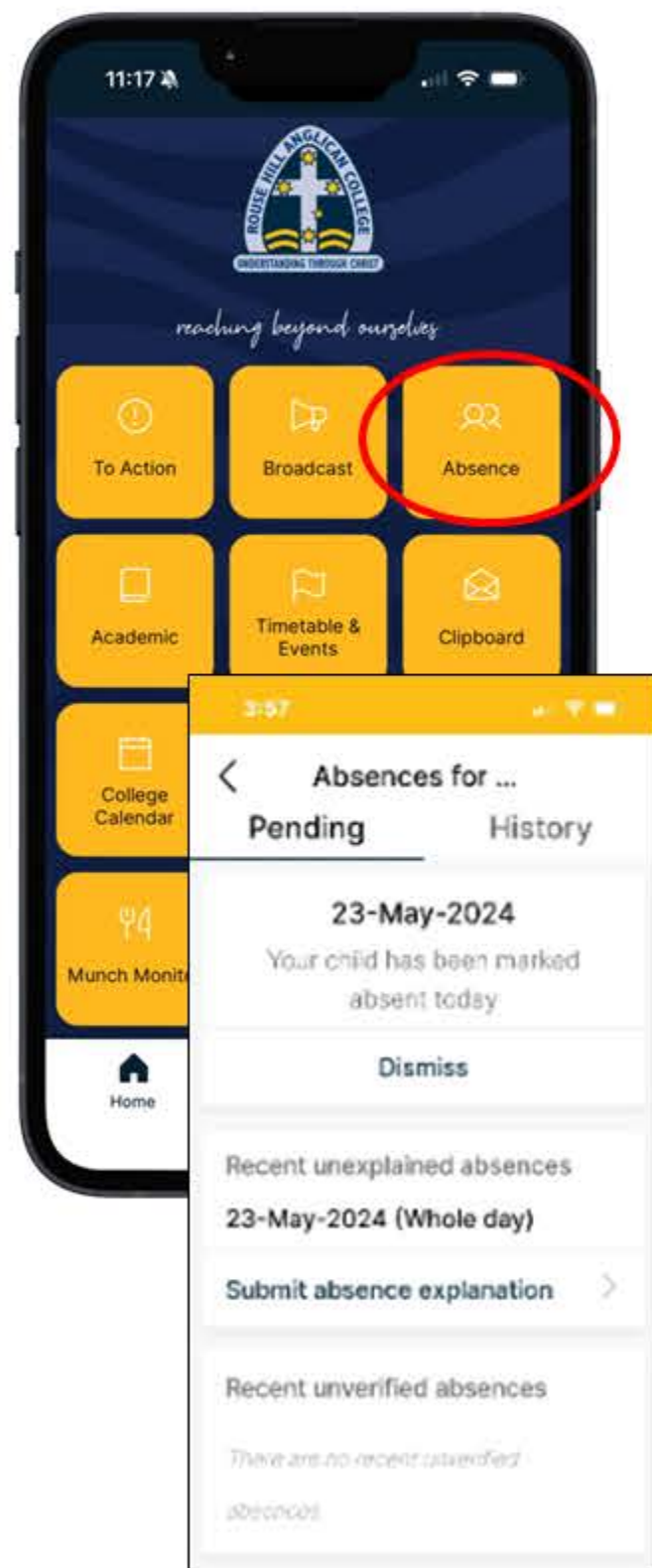

Broadcast: Community announcements

To help minimise non-critical email or SMS communications such as general reminders, P&F event reminders etc.

This functionality is currently not being used. More information to follow soon.

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App Tiles

Overview

Absence: Overview, outstanding responses, and past absence history

You can access important absence information relating to your child(ren) through this tile, including:

- Morning alerts – Rollcall period
- View unexplained / unverified absences
- Provide absence explanations
- Verify absences
- View absentee history

It is the responsibility of parents/carers to action these absences within 7 business days.

Morning Alert

The morning alert is sent shortly after the first roll call is taken by your child's class teacher—typically around 9:30am. If your child is marked absent or not present during roll call, this alert will notify you that they have not been recorded as present at the College.

The alert gives parents/carers the option to respond to the absence by selecting one of the following reasons:

1. Sick
2. Medical Appointment
3. Other – please provide a reason in the text field

Afternoon Alert

A second alert is sent at approximately 4:00pm if the morning alert has not been actioned.

Please note: Clicking "Dismiss" acknowledges you have seen the notification but does not submit a reason for your child's absence to the College.

App Tiles

Overview

Academic: Results, Semester Reports & Wellbeing Reports

You can view your child(ren)'s reports here. If you have multiple children at the College, each child will have a separate profile to access their individual academic tasks.

When an award is given, it can be viewed in the Wellbeing tab. This is to recognise student participation to celebrate student achievements and to encourage ongoing commitment, good behaviour, sporting, musical achievements and more. Additionally, academic discipline is also important! Discipline is key to good academic performance. When a discipline is given, it can be viewed here for parents/carers to follow up.
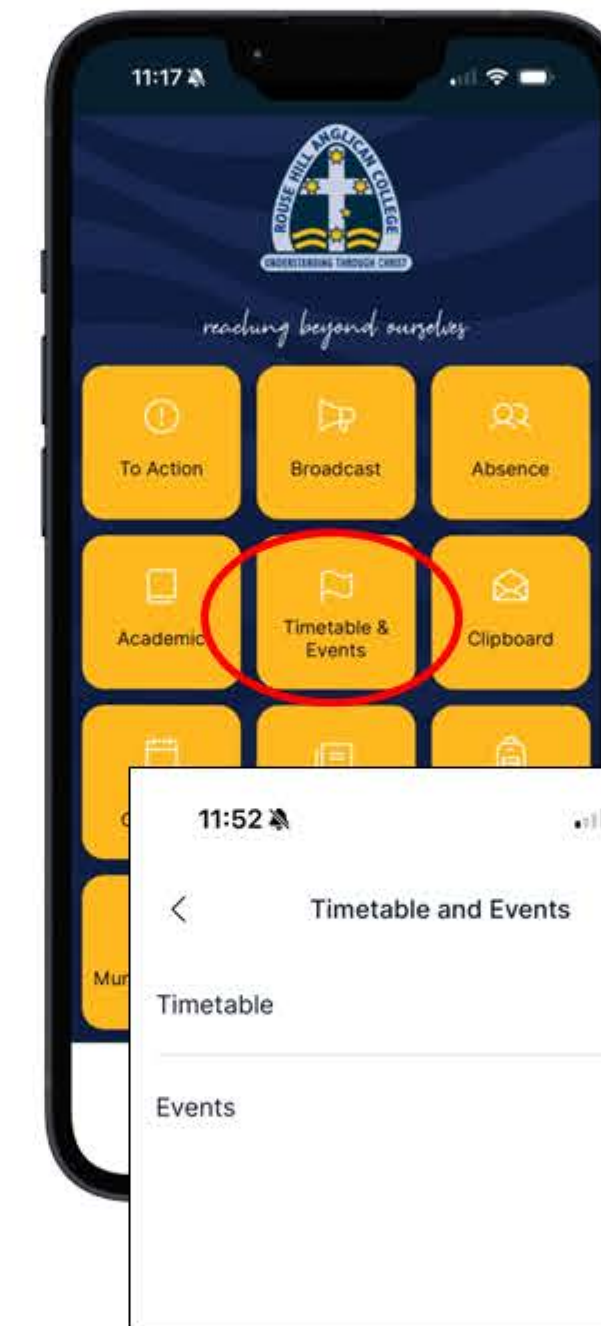
Timetable & Events: Daily and Weekly Timetables/Classes

- Timetable tab: You can access your child(ren)'s timetable using this module. The timetable view has a slightly modified tile design when differentiating between a class which includes the period number, start/finish times, room/resource location and an event. You can navigate through the week within the app, allowing you to review individual days.

Events tab: You can access all approved events for the future here. All current and future events for each of your child(ren) will be available with the event date, start time, finish times & more. This helps you keep track of all event activities your child(ren) will be involved in, along with key information, such as special uniforms etc., required.

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App Tiles

Overview
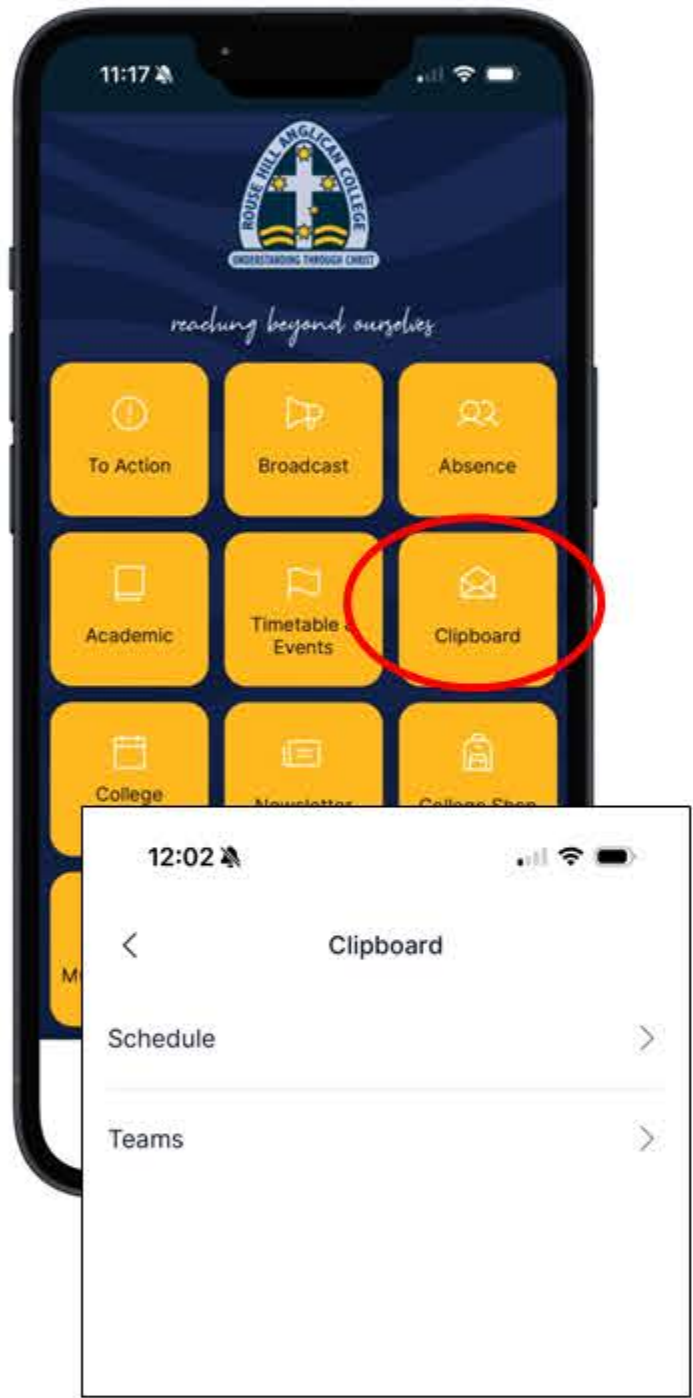
Clipboard: Daily, weekly & monthly views of scheduled extra curricular activities (sports, music)

Clipboard is a program used to manage our extra curricular representative sport and music ensemble activities, providing parents with easy access to their child's schedules and fixture details for upcoming events.

Clipboard also allows parents to receive real-time notifications of changes to venues, match or rehearsal times, and event cancellations.
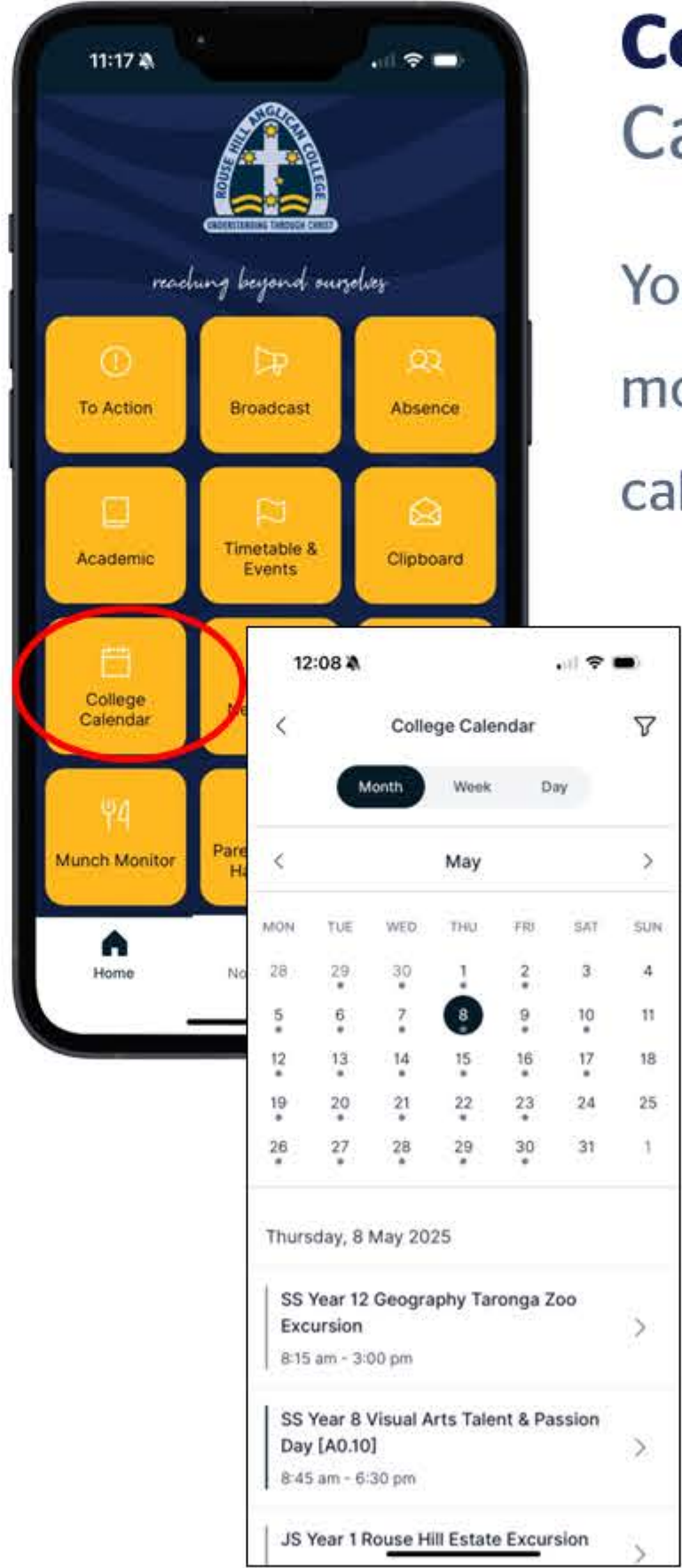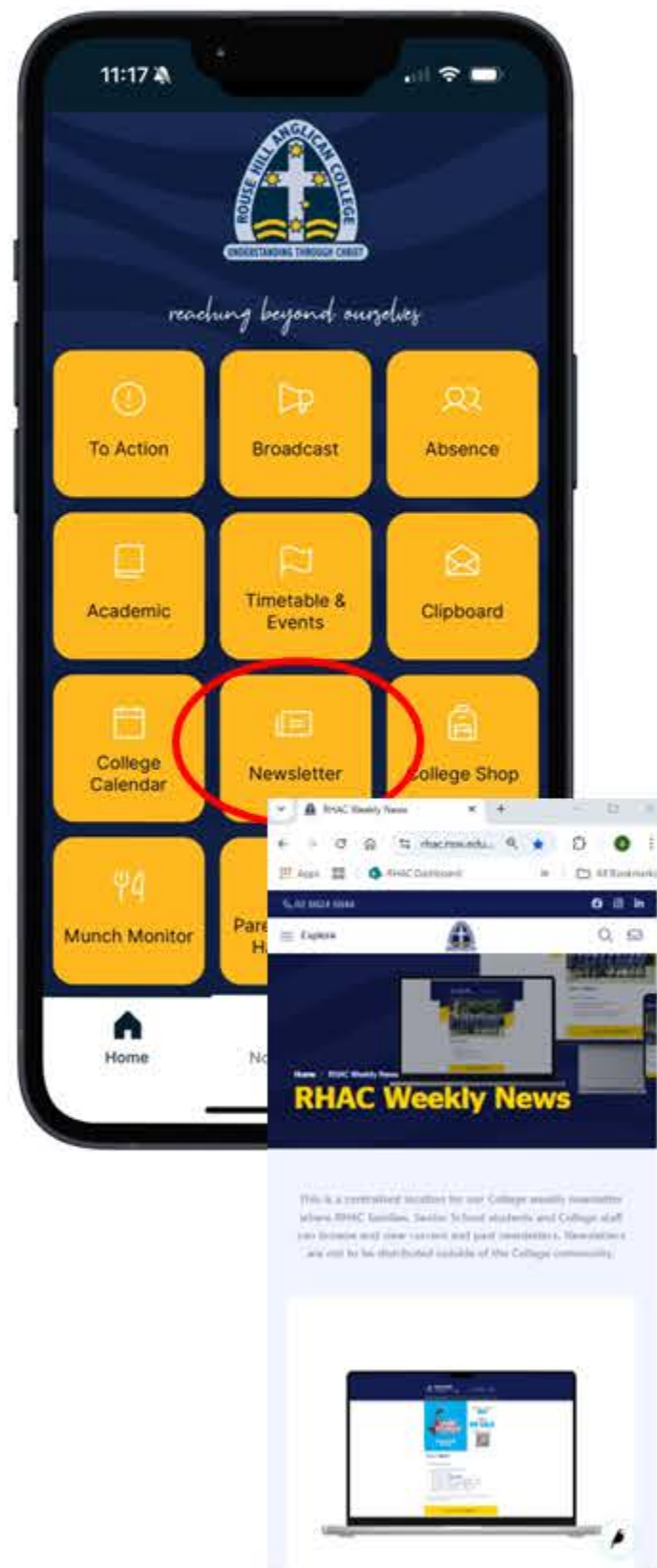

College Calendar: Junior & Senior School Calendars (month/week/day views)

You can view your child(ren)'s events in day, week or month views. This is linked to the Edumate Parent Portal calendar.

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App Tiles

Overview

Newsletter: *RHAC Weekly News*

The College publishes a weekly newsletter – *RHAC Weekly News* – which is published on Fridays. The newsletter is distributed to all parents/carers and Senior School students (Years 7-12).

When you select this tile, you will be directed to a [website landing page](#) with archived editions (Dec 1 2023 onwards).
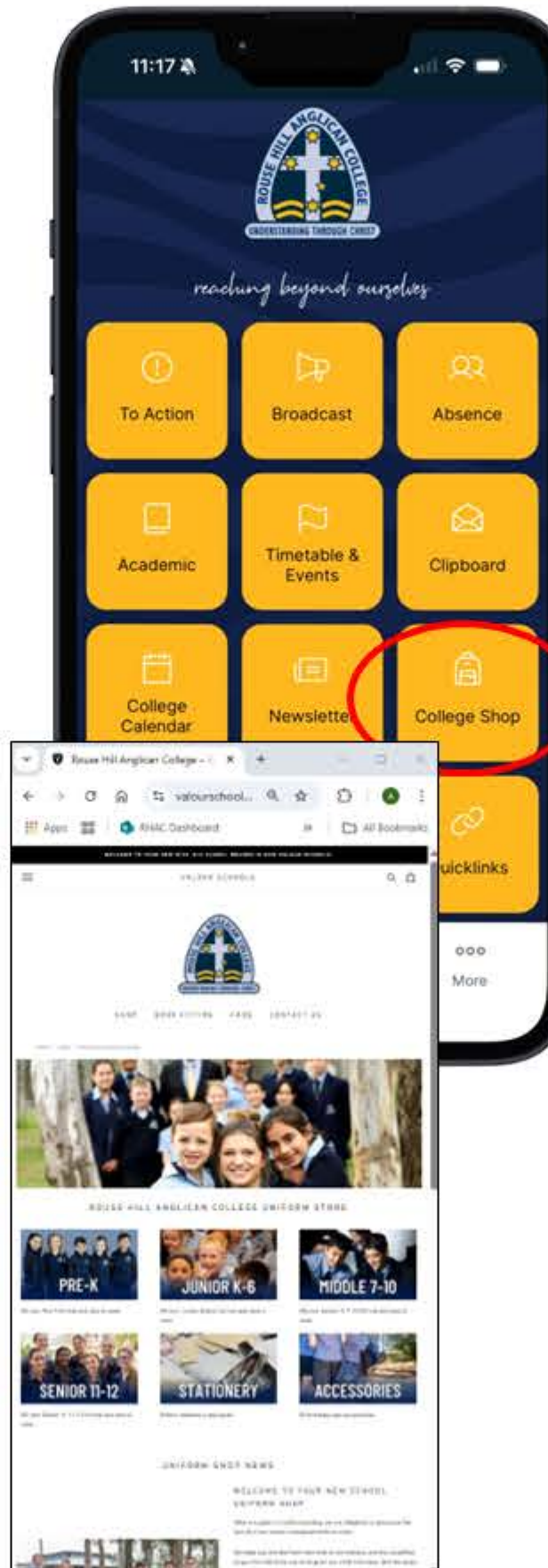

College Shop: Uniform information, book fittings, order stationery & more

RHAC has a longstanding partnership with Valour Schools. Conveniently located on campus, the uniform shop provides families with easy access to purchasing and collecting uniforms and stationery, as well as booking fittings.

When you select this tile, you will be directed to Valour Schools' RHAC [website landing page](#).

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App Tiles

Overview
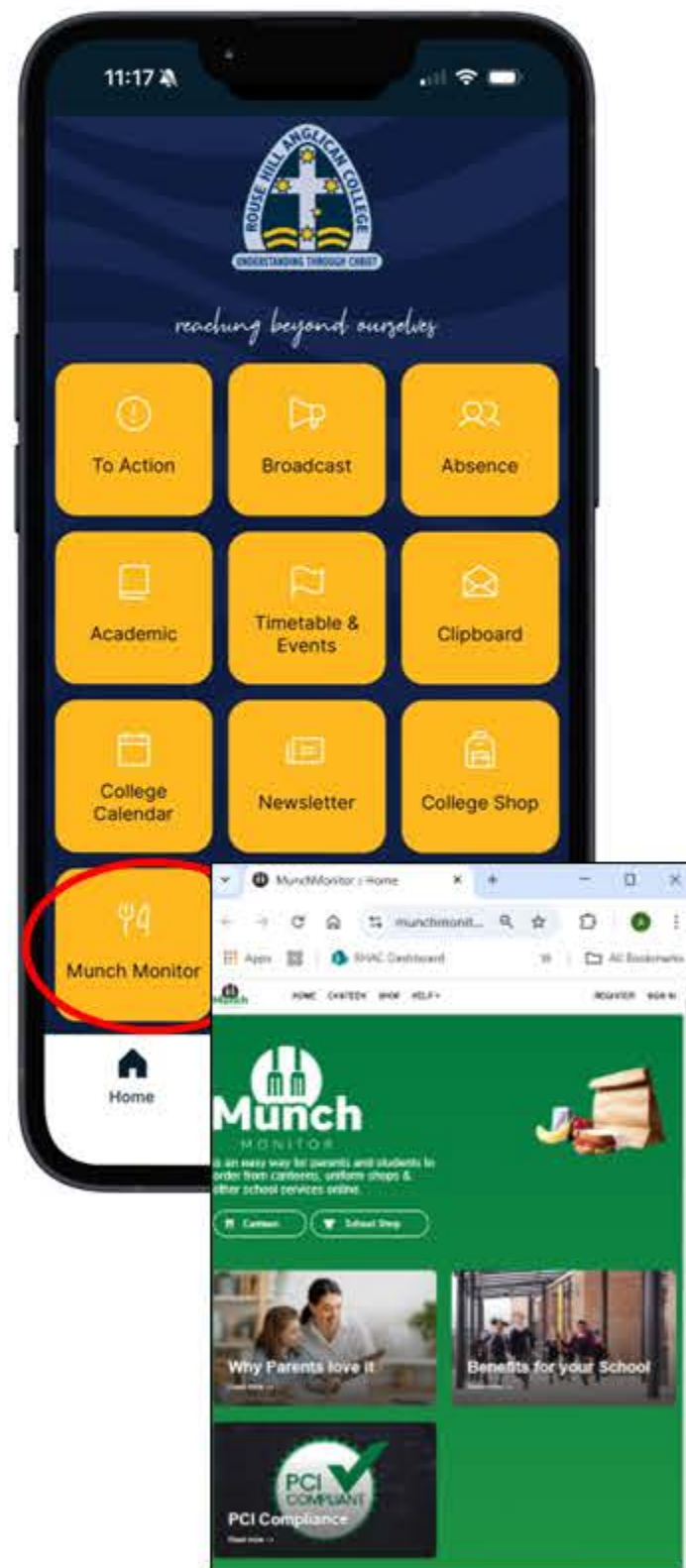
Munch Monitor

The College utilises MunchMonitor to make ordering lunches a breeze. It's a cashless system which means no lost, forgotten or stolen canteen money and no need for exact coins. Parents simply create an account and set-up a direct debit to top up their account. Parents can order up to 4 weeks in advance and set daily or weekly spending limits.

Instructions and logins are provided to parents upon commencement at the College.


Parent & Carer Handbook:

The RHAC Parent and Carer Handbook is designed to provide families with information about the daily operation of the school including:

- College vision, values and approach to learning
- General Information
  - College map
  - Hours, bell times, term dates
  - Visitor Parking
  - School bus & transport
- Communication process and contacts
- Uniform expectations and stationery requirements by class/year group
- Student wellbeing
- Student health and managing student absences
- Technology requirements
- Parent involvement and RHAC P&F Association
- College policies and procedures…and much more.

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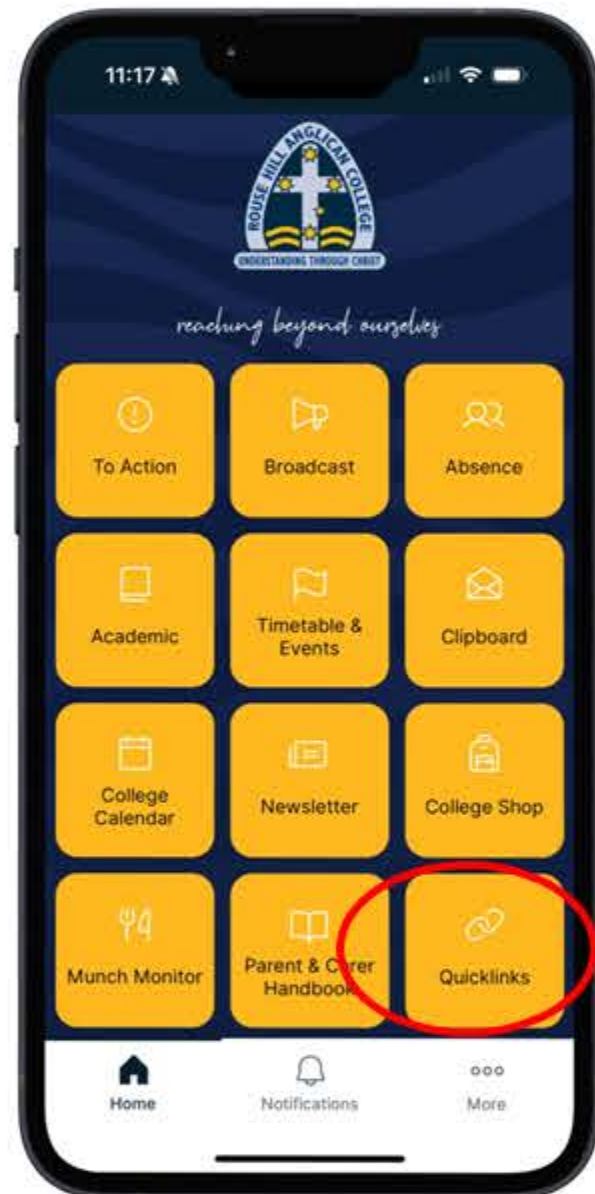
Overview

Quicklinks

The College posts any additional and helpful information for parents here such as:

- Links to the RHAC website and Edumate Parent Portal
- Term Dates
- Parent-Teacher Interviews (MyEdval)
- KT OOSH before and after school hours care

Notifications: Unread items to action

The general Notifications tab is your central place for receiving important updates from the school. This includes announcements, event reminders, schedule changes, urgent alerts, and other timely information— ensuring parents and carers stay informed and connected with what's happening at the College.

More: Access your account information, turn on notification alerts, login access, feedback and more.

This gives you access to other mobile app settings such as account information, notification settings, etc. If you have any technical issues or feedback on the mobile parent app, we would love to hear from you.

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**Character, Care
and Courage
through Christ**

rhac