

# REACH Boarding System for Parents

The REACH Boarding System is a student management system that is designed specifically for boarding schools. It helps your school to manage a whole range of residential activities including leave, rollcalls, student records and staff reports.

As a parent, you will use the REACH system to request and approve leave for your child and to set which hosts your child is permitted to go on leave with. Your child will also use REACH to request leave and to record their movements outside of the boarding house. This includes various on campus and off campus locations that your school has chosen to monitor. Using REACH enables your school to know where your child is at all times when they are in the school's care.

REACH is a cloud based product and you can access your school's REACH portal from any device that has a browser with internet connection. As a parent you can also access REACH using the REACH Student and Parent mobile app which is available for Apple and Android smartphones.



## How to access your REACH Portal

Via your web browser go to <https://lcgs.reachboarding.com.au/>



State	Actors	Boarder	Type	Leave Date	Return Date	Host	Destination
Pending		Biggs, Karen	End of Term	26/06/2017 02:00 PM	07/10/2017 11:59 AM	Biggs, Jenny	Home for holidays

State	Actors	Boarder	Type	Leave Date	Return Date	Host	Destination
Approved	None	Biggs, Andrew	Default Leave	18/10/2017 07:09 AM	09/09/2001 12:00 AM	No Host Necessary	Gym
Approved	None	Biggs, Andrew	Default Leave	10/03/2017 10:32 AM	15/02/2017 12:02 PM	No Host Necessary	Local Shops
Approved	None	Biggs, Andrew	Default Leave	16/05/2017 01:48 PM	16/05/2017 02:49 PM	No Host Necessary	Local Shops
Pending		Biggs, Andrew	Term Overnight SMS	23/05/2017 01:00 PM	24/05/2017 01:00 PM	Biggs, Jenny	Home
Pending		Biggs, Andrew	Day Leave P-LA	30/05/2017 12:00 PM	30/05/2017 07:00 PM	Biggs, Jenny	Day out
Approved	None	Biggs, Karen	Default Leave	22/06/2017 10:58 AM	22/06/2017 11:58 AM	No Host Necessary	Local Shops

To download the mobile app for your smartphone search for **REACH Boarding App** in the Apple or Google app stores.

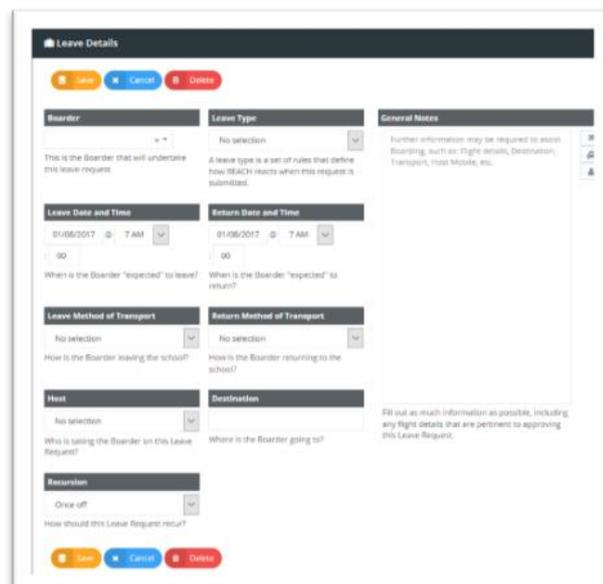


## How to create Leave Requests

Creating a leave request is simply a matter of opening the **Create Leave Request** form in your REACH login and completing the form. Most of the fields are drop down selection and they will guide you towards your appropriate selections.

Two fields will require your text input and these are your Destination and also any Notes that you want to or are required to place in the leave request form.

Once you have submitted your leave request REACH will then automatically contact your parents and any hosts that are involved for approval. When your parents and any host that are involved have approved the leave request, REACH will then contact the boarding staff for final approval of your leave request.

A screenshot of the REACH 'Leave Details' form. The form is divided into several sections: 'Boarder' (with a dropdown for the boarder's name), 'Leave Type' (with a dropdown and explanatory text), 'General Notes' (with a text area and a note about required information), 'Leave Date and Time' and 'Return Date and Time' (with date and time pickers), 'Leave Method of Transport' and 'Return Method of Transport' (with dropdowns and explanatory text), 'Host' (with a dropdown and explanatory text), 'Destination' (with a dropdown and explanatory text), and 'Recurring' (with a dropdown and explanatory text). At the bottom, there are 'Save', 'Cancel', and 'Delete' buttons.

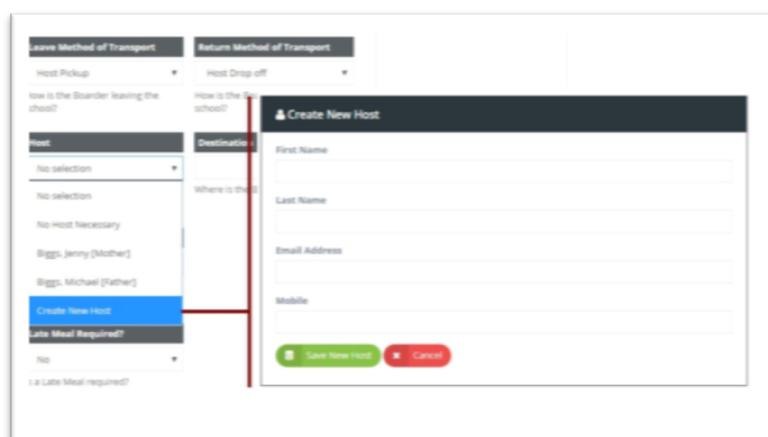
**You will receive an email from REACH when your leave request is approved by staff.**

### Important information about your Leave Request Form

- The leave types that you are able to request for your child are set by your school
- The transport types that you can request are set by your school
- The Hosts that your child can go on leave with are set and approved by you as parents
- If your request is for a regular recurring event then you can set a recurring pattern for the use the leave request
- The Destination field is a required field
- In some instances the Notes field may also be compulsory when set by your school
- You will be able to see the current status of any leave request in your login profile.

## How to add Approved Hosts for your child

The fastest and easiest way to add approved hosts for your child is to use the Quick Host option in your Leave Request Form. In the Host selector field simply select "Create New Host" and add the host's details. When this is saved the new host will then be added to your child's profile and you can then select that host for future leave requests also.

A screenshot showing the 'Create New Host' form overlaid on the 'Host' dropdown menu of the leave request form. The 'Host' dropdown menu lists options: 'No selection', 'No Host Necessary', 'Biggs, Jenny (Mother)', 'Biggs, Michael (Father)', 'Create New Host' (highlighted in blue), and 'Late Meal Required?'. The 'Create New Host' form has fields for 'First Name', 'Last Name', 'Email Address', and 'Mobile'. At the bottom of the form are 'Save New Host' and 'Cancel' buttons.