



SEESAW




Naavi  
iNewsletter



# Welcome to Surfside

A guide for parents and families



A series of five dark blue, slanted rectangular bars of varying lengths, arranged in a descending staircase pattern from the top left corner.












We acknowledge the traditional custodians of the land where Surfside P.S is located. We acknowledge the Wadawurrung people of the Kulin Nation. We pay our respects to the elders past, present and emerging. We also welcome all Aboriginal and Torres Strait Islander people present today’



# What Is Compass?

Compass is a Learning Management System for schools. It is online software that gives schools access to complete primarily teaching and learning tasks and procedures as outlined below.



- |   |   |  |  |
|---|---|--|--|
|  Attendance and Roll Marking              |  Semester and Progress Reporting |  News Feed and Calendaring                |  Staff, Student and Parent Portal   |
|  Online Payments and consent              |  Resource and Curriculum Builder |  Parent Teacher Interviews                |  Wellbeing and Behaviour Management |
|  Event Planning, Approvals and Payments |  Budgeting and Purchase Orders |  Native iPhone and Android Applications | <b>And much more...</b>  |

A decorative graphic in the top left corner consisting of several dark blue diagonal stripes of varying lengths.

Surfside PS uses Compass as a  
parent communication Portal.




**COMPASS**  
School Manager





# What does Compass do for you?

Using Compass allows you to access up-to-date and meaningful information about what is happening at Surfside and also regarding your child's progress. Compass includes many different features, including the ability to:

- *Monitor your child's attendance, and enter approvals for absences or lateness*
  - *Communicate with your child's teachers, and update your family contact details*
  - *View your child's timetable and the school calendar*
  - *Download and view your child's progress and semester reports*
  - *Book parent-teacher interviews*
  - *Pay and give consent for school based excursions and incursions*
  - *Receive information regarding school communication*
- 

# Accessing Compass

Every family receives a separate login to Compass which will be provided to you by the school.  
You only need the one login for multiple children.

If accessing online, you can go to <https://surfsideps-vic.compass.education/>

Alternatively, if you cannot find or recall site, you can go to <http://schools.jdlf.com.au> where you can search for and find our school's direct web address.

# Cross Platform Access



Compass is completely web-based and works on all modern browsers. Additionally, there are native apps for iPhone, iPad and Android devices



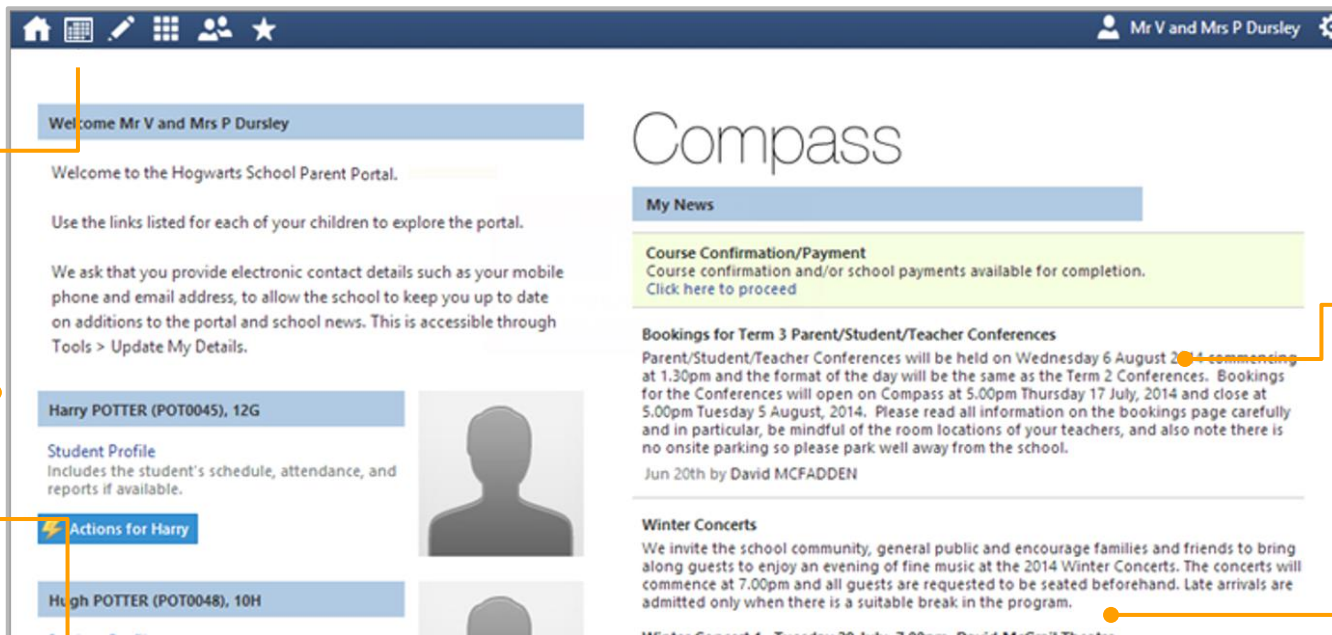
# The Compass Home Screen

## School Calendar

View details of upcoming events, your child's timetable and other relevant school-wide activities.

## Student Profiles

The student profile provides you with access to full details of your child. This will include attendance, learning tasks, reports and much more. Using the Actions button you can quickly add Parent Approvals, book Parent-Teacher conferences, and email your child's teachers.



The screenshot shows the Compass Home Screen for Mr V and Mrs P Dursley. At the top, there is a navigation bar with icons for home, calendar, pencil, grid, people, and star. The user's name and a settings gear are on the right. The main content area is divided into several sections:

- Welcome Mr V and Mrs P Dursley:** A blue header bar.
- Welcome to the Hogwarts School Parent Portal:** A message with a progress indicator.
- Use the links listed for each of your children to explore the portal.**
- We ask that you provide electronic contact details...** A message about updating contact information.
- Harry POTTER (POT0045), 12G:** A student profile card with a silhouette icon, a "Student Profile" link, and an "Actions for Harry" button.
- Hugh POTTER (POT0048), 10H:** Another student profile card.
- My News:** A section with three news items:
  - Course Confirmation/Payment:** A green box with a link to proceed.
  - Bookings for Term 3 Parent/Student/Teacher Conferences:** A text block with a link to commence.
  - Winter Concerts:** A text block with a link to Winter Concert 1.

## Main Menu

Allows you to access other Compass and school resources. The tools icon allows you to update your contact details and change your password.

## Alerts

Custom notifications for items that require your action or attention. These may include excursion notifications, ordering options for school photos, absence notifications, surveys, student report availability and more.

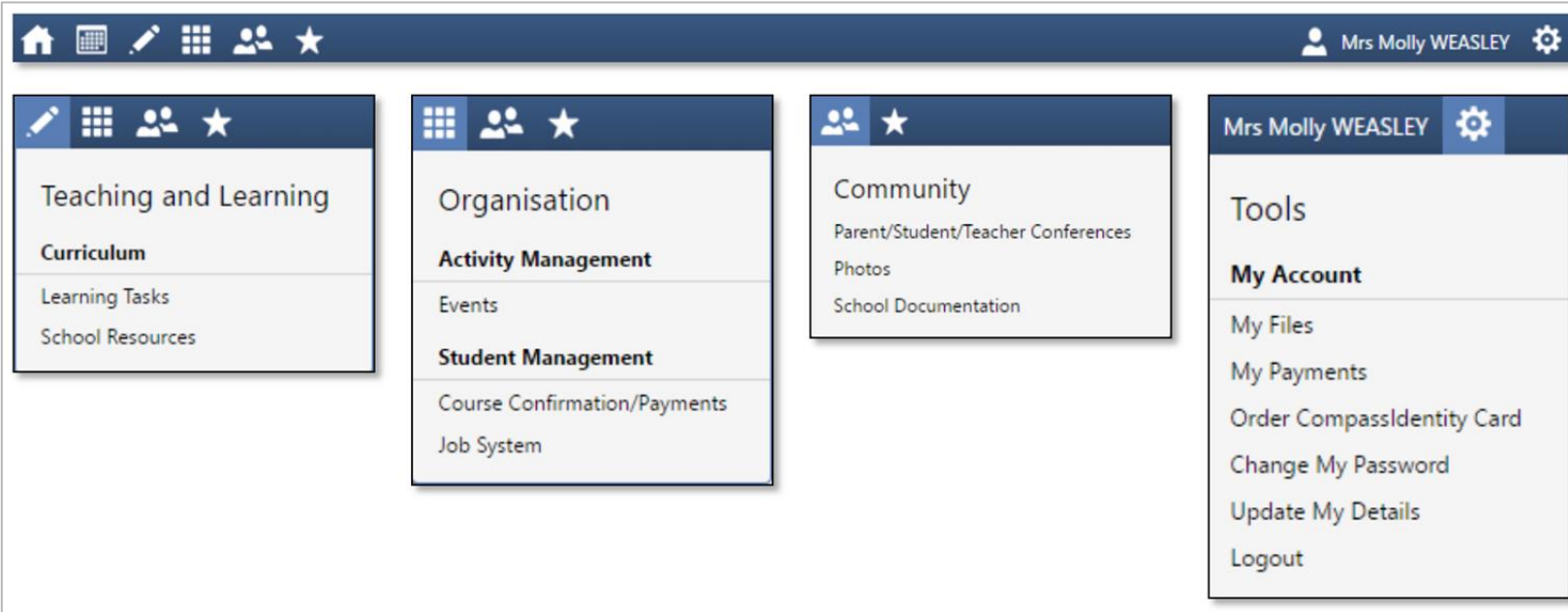
## News

Recent school news items and information relevant to you. This may include newsletters, details of upcoming events and much more.



# Menus and Functions

Along the top of the screen there are various icons, and from these icons you can navigate through the Compass portal.



The screenshot displays the Compass portal interface. At the top, there is a dark blue navigation bar with icons for home, calendar, pencil, grid, people, and star. On the right side of this bar, the user's name "Mrs Molly WEASLEY" and a gear icon are visible. Below the navigation bar, there are four main menu panels:

- Teaching and Learning**
  - Curriculum
  - Learning Tasks
  - School Resources
- Organisation**
  - Activity Management
  - Events
  - Student Management
  - Course Confirmation/Payments
  - Job System
- Community**
  - Parent/Student/Teacher Conferences
  - Photos
  - School Documentation
- Tools**
  - My Account
  - My Files
  - My Payments
  - Order CompassIdentity Card
  - Change My Password
  - Update My Details
  - Logout

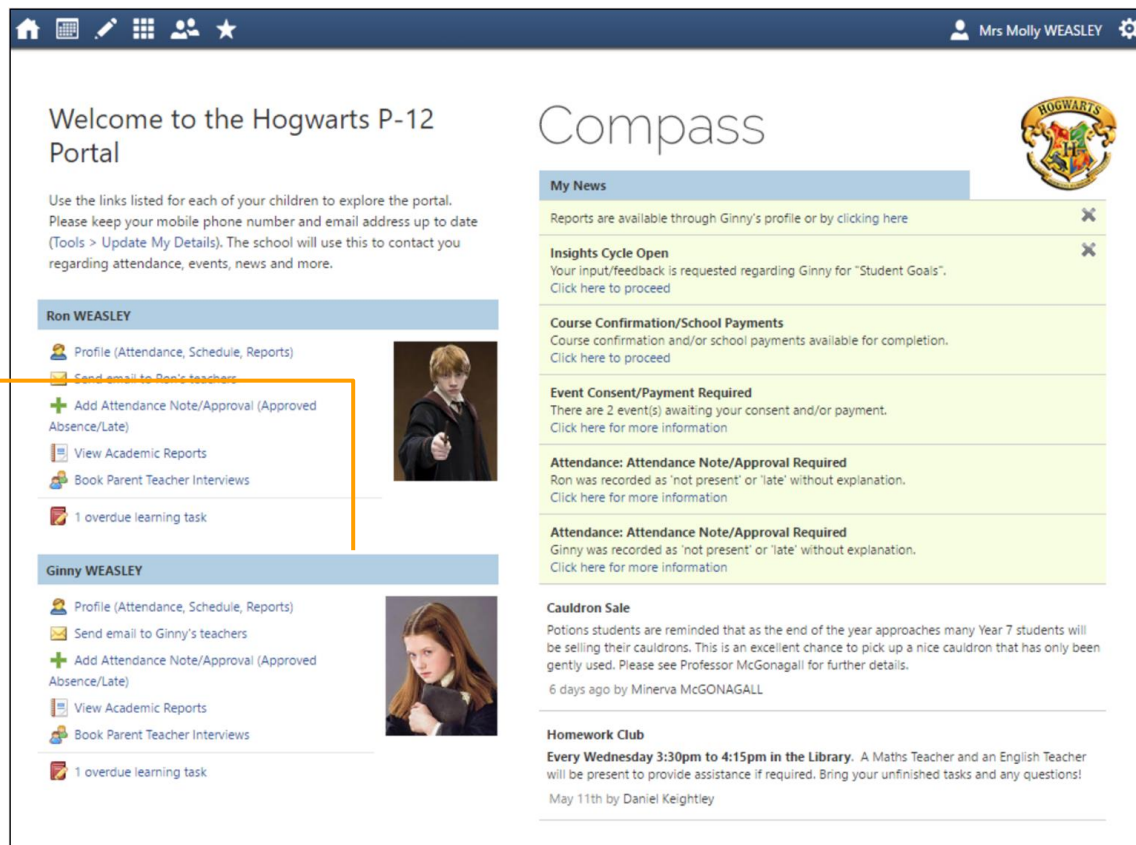
To the right of the screen, the parent name will display, with the Cog icon, which will bring up the Tools menu, from which you can access your Payments, your Files, reset your password, update your contact details, and log out.

Clicking on the parent name will take you to the profile page for the parent.

# The Compass Home Screen

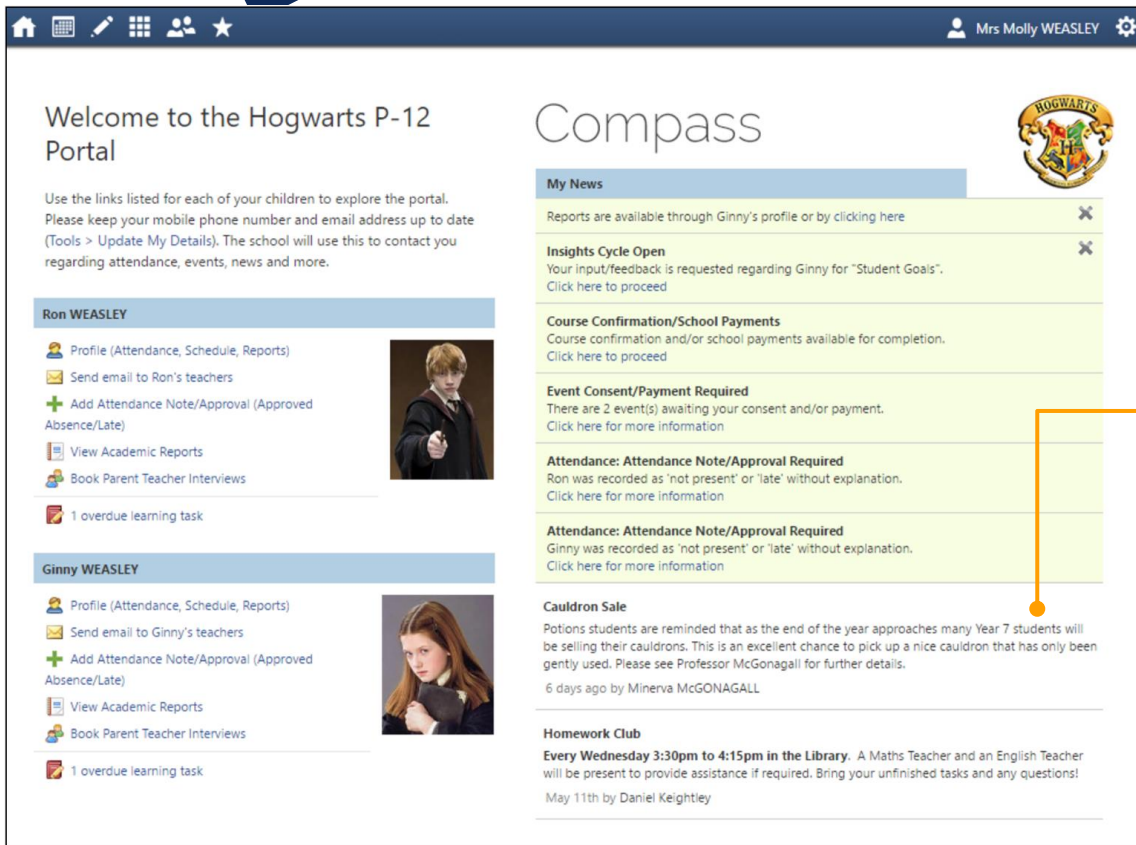
Underneath the student names are links from which parents can access:

- The student's profile page
  - Email functionality
- Attendance pages customised for their children, where notes/approvals can be entered
- Academic reports for the student
  - Parent/Student/Teacher Conference bookings
- Any overdue Learning Tasks that the student has not yet submitted.



The screenshot shows the Compass Home Screen for Mrs Molly WEASLEY. The page is titled "Welcome to the Hogwarts P-12 Portal" and includes a "Compass" header with the Hogwarts crest. The main content is organized into two columns. The left column lists student profiles for Ron WEASLEY and Ginny WEASLEY, each with a list of links: Profile (Attendance, Schedule, Reports), Send email to teachers, Add Attendance Note/Approval (Approved Absence/Late), View Academic Reports, Book Parent Teacher Interviews, and 1 overdue learning task. The right column contains a "My News" section with several news items, each with a close button (X): "Reports are available through Ginny's profile or by clicking here", "Insights Cycle Open" (requesting input/feedback for "Student Goals"), "Course Confirmation/School Payments" (available for completion), "Event Consent/Payment Required" (2 events awaiting consent), and two "Attendance: Attendance Note/Approval Required" items (one for Ron, one for Ginny). At the bottom, there are sections for "Cauldron Sale" (Potions students selling cauldrons) and "Homework Club" (Every Wednesday 3:30pm to 4:15pm in the Library).

# The Compass Home Screen



Welcome to the Hogwarts P-12 Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

**Ron WEASLEY**

- Profile (Attendance, Schedule, Reports)
- Send email to Ron's teachers
- Add Attendance Note/Approval (Approved Absence/Late)
- View Academic Reports
- Book Parent Teacher Interviews
- 1 overdue learning task

**Ginny WEASLEY**

- Profile (Attendance, Schedule, Reports)
- Send email to Ginny's teachers
- Add Attendance Note/Approval (Approved Absence/Late)
- View Academic Reports
- Book Parent Teacher Interviews
- 1 overdue learning task

**Compass**

**My News**

- Reports are available through Ginny's profile or by clicking here
- Insights Cycle Open  
Your input/feedback is requested regarding Ginny for "Student Goals".  
Click here to proceed
- Course Confirmation/School Payments  
Course confirmation and/or school payments available for completion.  
Click here to proceed
- Event Consent/Payment Required  
There are 2 event(s) awaiting your consent and/or payment.  
Click here for more information
- Attendance: Attendance Note/Approval Required  
Ron was recorded as 'not present' or 'late' without explanation.  
Click here for more information
- Attendance: Attendance Note/Approval Required  
Ginny was recorded as 'not present' or 'late' without explanation.  
Click here for more information

**Cauldron Sale**

Potions students are reminded that as the end of the year approaches many Year 7 students will be selling their cauldrons. This is an excellent chance to pick up a nice cauldron that has only been gently used. Please see Professor McGonagall for further details.

6 days ago by Minerva McGONAGALL

**Homework Club**

**Every Wednesday 3:30pm to 4:15pm in the Library.** A Maths Teacher and an English Teacher will be present to provide assistance if required. Bring your unfinished tasks and any questions!

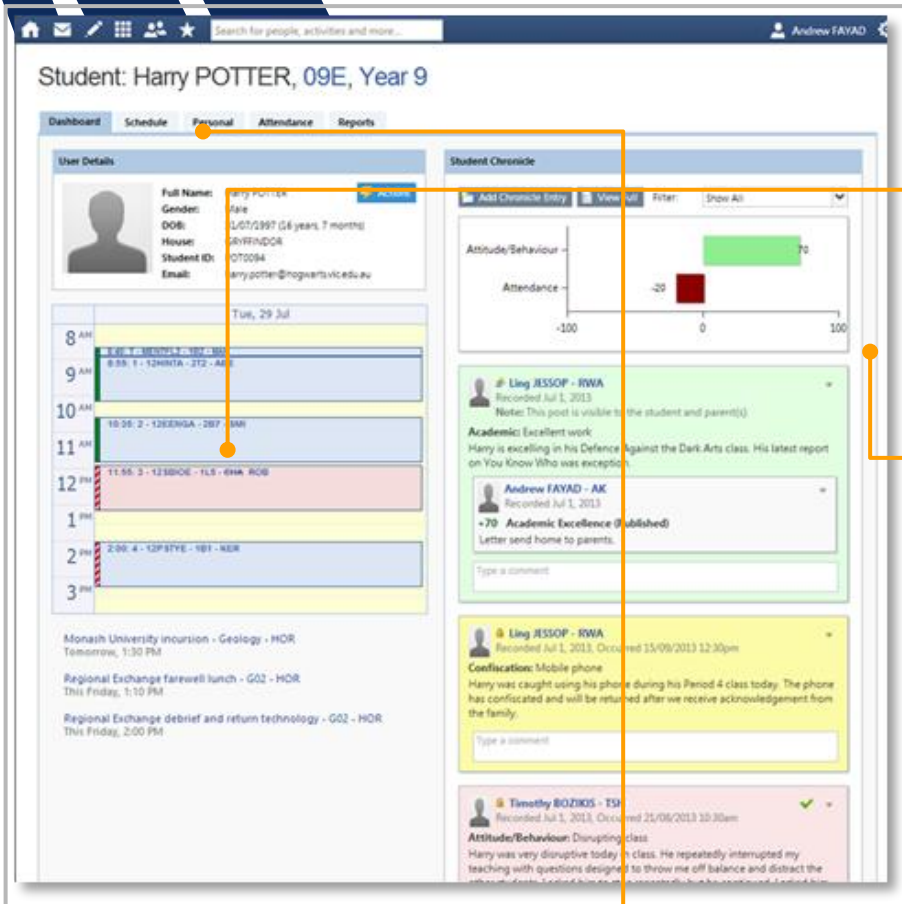
May 11th by Daniel Keightley

At the top of the "My News" section, any applicable reminders or notifications will appear.

These may include:

- Outstanding absences or late arrivals that require a note or approval
- Course Confirmations or payments that need processing
- Parent/Student/Teacher Conferences that are available for booking
- Excursions or Events that require consent and/or payment
- School photos that are available for purchase
- Semester Reports or Progress Reports that are available to download.

# Student Profile



Student: Harry POTTER, 09E, Year 9

Dashboard Schedule Personal Attendance Reports

**User Details**

Full Name: Harry Potter  
 Gender: Male  
 DOB: 1/07/2007 (16 years, 7 months)  
 House: Gryffindor  
 Student ID: 070084  
 Email: harry.potter@hogwarts.vic.edu.au

**Student Chronicle**

Attitude/Behaviour: 70  
 Attendance: -20

**Schedule**

Tue, 29 Jul

8 AM  
 9 AM  
 10 AM  
 11 AM  
 12 PM  
 1 PM  
 2 PM  
 3 PM

Monash University incursion - Geology - HDR  
 Tomorrow, 1:30 PM

Regional Exchange farewell lunch - G02 - HDR  
 This Friday, 1:10 PM

Regional Exchange debrief and return technology - G02 - HDR  
 This Friday, 2:00 PM

**Chronicle**

Ling JESSOP - RWA  
 Recorded Jul 1, 2013  
 Note: This post is visible to the student and parent(s)  
 Academic: Excellent work  
 Harry is excelling in his Defence Against the Dark Arts class. His latest report on You Know Who was exceptional.

Andrew FAYAD - AK  
 Recorded Jul 1, 2013  
 +70 Academic Excellence (Published)  
 Letter send home to parents.

Ling JESSOP - RWA  
 Recorded Jul 1, 2013, Occurred 15/09/2013 12:30pm  
 Confiscation: Mobile phone  
 Harry was caught using his phone during his Period 4 class today. The phone has confiscated and will be returned after we receive acknowledgement from the family.

Timothy BOZIKIS - TS  
 Recorded Jul 1, 2013, Occurred 21/06/2013 10:30am  
 Attitude/Behaviour: Disrupting class  
 Harry was very disruptive today in class. He repeatedly interrupted my teaching with questions designed to throw me off balance and distract the other students. School has...

## Schedule

View details of upcoming events, your child's timetable and other relevant school-wide activities.

## Chronicle

View observations made by school staff about your child.

## Further Information

Under your child's name is a group of tabs giving quick access to important information about Attendance, Learning Tasks, Reports and Schedules.



# STUDENT ABSENCE DID YOU KNOW?

As a school we have a duty of care to protect the safety and wellbeing of our students through reporting and monitoring any absenteeism. This is the responsibility of both parents/carers and schools.

Parents and carers have an obligation to notify the school of their child's absence prior to 9.00am *on the day of absence.*

# Attendance: Summary

Using Compass you can view up-to-the-second attendance information for your child. To view your child's attendance, click on the Student Profile link on the home page and click the Attendance tab.

## Approvals

This sub-tab provides a comprehensive list of approvals for your child. From this tab you can also add absence notices (both past and future).

Student: Harry Potter, 9KN, Year 9

Dashboard | Schedule | **Attendance** | Reports | Insights

Summary | Approvals | Unapproved | Arrive/Depart | Full Record

**Daily Activities & Attendance**

Currently Viewing: < 21/07/2014 >

Activity Name	Start	Finish	Pd	Location	Staff	Status
9TFT2AA	21/07 - 08:45 AM	21/07 - 10:00 AM	1	C13	HG	Present
9XCN1KN	21/07 - 10:02 AM	21/07 - 11:17 AM	2	E8	KN	Present
9SSC1KN	21/07 - 11:45 AM	21/07 - 01:00 PM	3	C21	AR	Present
9MMA1KN	21/07 - 01:50 PM	21/07 - 03:05 PM	4	E2	KE	Not Marked.

**Attendance Summary**

Start: 01/01/2014 | End: 31/12/2014 | Students: Active | Class %: All | Ac'td %: All | VCE %: All | Schl %: All | Filter | Export

Subject	Class	Form	In Class				Out of Class				Percentages			
			Run	Prsnt	Late Appr	Late Unap	Total	NP Schl	NP Parnt	NP Unap	Total	Class %	Ac'td %	VCE %
English	9LFR2CC	9KN	34	34	0	0	34	0	0	0	100	100	100	100
Drama	9ADR2AA	9KN	20	18	0	0	20	0	2	0	80	100	100	100

## Daily Snapshot

Provides a quick snapshot of today's classes and your child's attendance marking.

## Attendance Summary

Includes a summary of attendance in each class. For full details about a specific absence, click the appropriate number in the grid. For an explanation of a heading item, hover your mouse over the heading of interest.

When students are marked 'Not Present' in class this can sit in one of three different categories. These include:

**NP Schl** - Not present in class and approved by school related activity.

**NP Parnt** - Not present in class and approved by a parent approval.

**NP Unap** - Not present in class with no approval entered.

## Unapproved

This sub-tab provide a list of all unexplained absences from class. From this tab you can click to approve specific absences.

# Attendance:

## Entering a Parent Approval

1

From the Compass home screen (or from your student's profile), click the 'Actions for' button for your child and select the 'Add Parent Approval' item.



2

- From the pop-up window,
- Select the reason,
  - Enter a brief description of the absence,
  - Select the start and finish time
  - Click the 'Save' button

**Parent Approval Editor**

**Approval Details**

Person: Harry Potter

Reason: Parent Choice

Details/Comment: Faulty broomstick

Start: 21/07/2014 08:00 AM

Finish: 21/07/2014 05:00 PM

**Affected Sessions**

Activity	Start	Finish
10LINKC	21/07 - 08:50 AM	21/07 - 09:10 AM
10MMAE	21/07 - 09:10 AM	21/07 - 10:20 AM
10EN11	21/07 - 10:45 AM	21/07 - 11:55 AM
10VCB1	21/07 - 12:00 PM	21/07 - 01:10 PM
10FRA1	21/07 - 02:05 PM	21/07 - 03:15 PM

Save Cancel

**Note:**  
Where possible, parent approvals should be entered prior to the absence occurring.

# Attendance: Entering a Parent Approval



Attendance Note/Approval Editor

**Note/Approval Details**

Person: Ronald WEASLEY

Reason: Enter a reason...

Details/Comment:

- Medical**  
Student is not at school for medical reasons.
- Dentist**  
Includes dentist, orthodontist, or similar.
- Bereavement**  
Includes funeral, death in the family, absence due to a death.
- Truancy**  
Parent knows about absence, but doesn't approve, or parent doesn't know about absence.
- Parent Choice**  
Parent explained, with a reason that is not health/religious/cultural/holiday related. Includes: special circumstances, unavoidable cause, unforeseen circumstances, family member ill.
- Family Holiday**  
Student is away on a family holiday.
- Religious/Cultural Observance**  
Student is kept away from school for a religious or cultural reason.

Audit Save Cancel

As a School we do ask that parents/guardians. As best you can, enter the correct reason for the absence/late arrival/early departure. This information is sent to DET and reflects on our absence data.

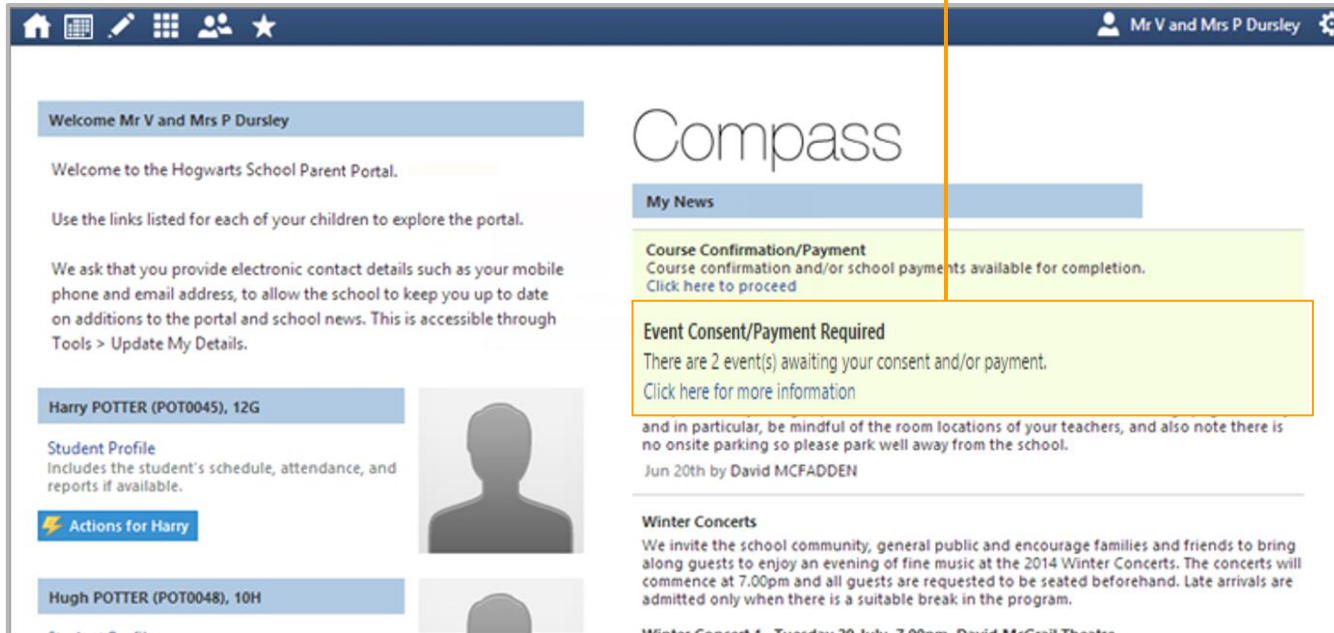
Please note that you **cannot** edit your notes or approvals once they've been saved, and therefore you will need to contact the school if changes need to be made.

*Note also that you can enter notes and approvals in advance, if you know your child is going to be absent from school.*



# Consenting/Paying for an Event

Parents will receive a notification on their home screen when there is an event that requires their approval or payment.



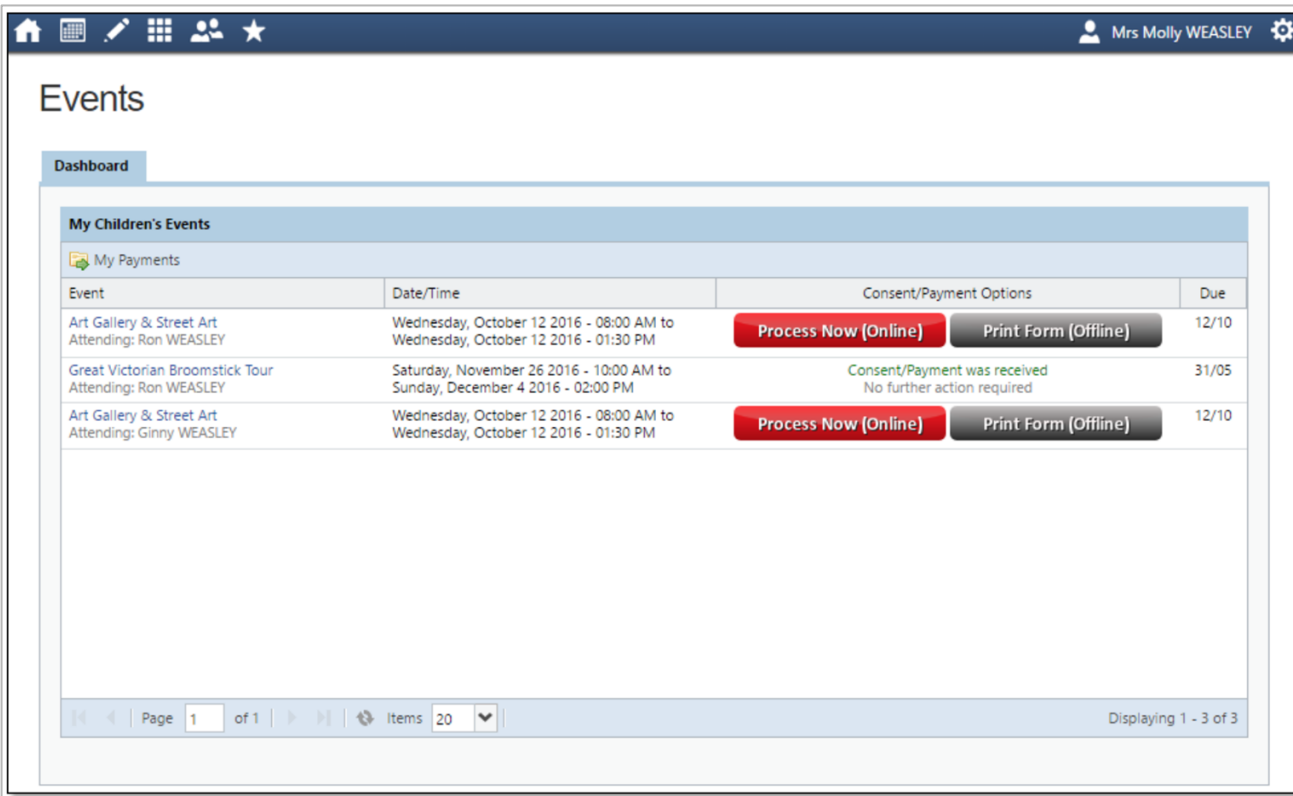
The screenshot shows the Compass parent portal interface. At the top, there is a navigation bar with icons for home, calendar, edit, grid, users, and star. The user is identified as 'Mr V and Mrs P Dursley'. The main content area is titled 'Compass' and includes a 'Welcome Mr V and Mrs P Dursley' message. Below this, there are sections for 'My News', 'Course Confirmation/Payment', and 'Event Consent/Payment Required'. The 'Event Consent/Payment Required' section is highlighted with a yellow box and contains the text: 'There are 2 event(s) awaiting your consent and/or payment. Click here for more information'. Below this, there is a notice about parking and a 'Winter Concerts' section.

Parents have the option of completing the consent/payment online, or by printing the consent form and handing it in to the office.

By clicking the "Process Now (Online)" option, parents will be prompted to enter information regarding emergency contact details as well as any relevant medical information.

Please note that in order to process payments online for Events, schools must have CompassPay merchant facilities enabled and set up.

# Consenting/Paying for an Event



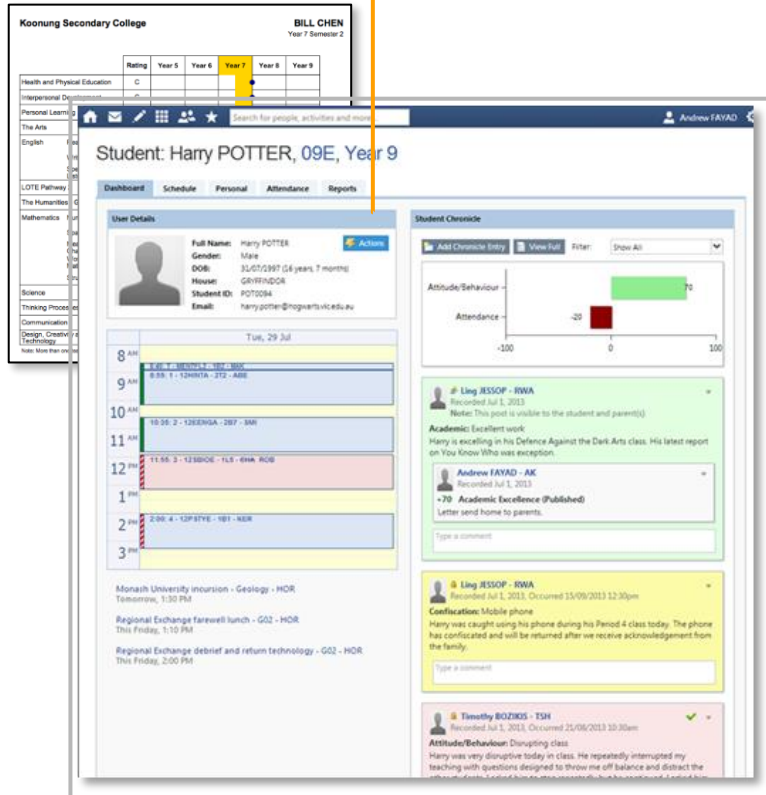
The screenshot shows a user interface for managing events. At the top, there is a navigation bar with icons for home, calendar, edit, grid, users, and star, and a user profile for Mrs Molly WEASLEY. The main heading is "Events". Below it is a "Dashboard" section with a "My Children's Events" sub-heading. A "My Payments" icon is visible. The main content is a table with the following data:

Event	Date/Time	Consent/Payment Options	Due
Art Gallery & Street Art Attending: Ron WEASLEY	Wednesday, October 12 2016 - 08:00 AM to Wednesday, October 12 2016 - 01:30 PM	<a href="#">Process Now (Online)</a> <a href="#">Print Form (Offline)</a>	12/10
Great Victorian Broomstick Tour Attending: Ron WEASLEY	Saturday, November 26 2016 - 10:00 AM to Sunday, December 4 2016 - 02:00 PM	Consent/Payment was received No further action required	31/05
Art Gallery & Street Art Attending: Ginny WEASLEY	Wednesday, October 12 2016 - 08:00 AM to Wednesday, October 12 2016 - 01:30 PM	<a href="#">Process Now (Online)</a> <a href="#">Print Form (Offline)</a>	12/10

At the bottom of the interface, there is a pagination control showing "Page 1 of 1" and "Items 20", along with a status "Displaying 1 - 3 of 3".

Here you have the option of completing the consent/payment online, or by printing the consent form and handing it in to the office.

# Student Reports



**Koonung Secondary College** **BILL CHEN**  
Year 7 Semester 2

Rating	Year 5	Year 6	Year 7	Year 8	Year 9
Health and Physical Education	C				

**Student: Harry POTTER, 09E, Year 9**

**User Details**

Full Name: Harry POTTER  
Gender: Male  
DOB: 12/05/2007 (06 years, 7 months)  
House: GRIFINDOR  
Student ID: POT0094  
Email: harry.potter@koonung.vic.edu.au

**Student Chronicle**

Attitude/Behaviour: 70  
Attendance: -20

**Reports:**

- Ling JESSOP - RWA** (Recorded Jul 1, 2013)  
Note: This post is visible to the student and parent(s).  
**Academic:** Excellent work  
Harry is excelling in his Defence Against the Dark Arts class. His latest report on You Know Who was exceptional.
- Andrew FAYAD - AK** (Recorded Jul 1, 2013)  
**+70 Academic Excellence (Published)**  
Letter send home to parents.
- Ling JESSOP - RWA** (Recorded Jul 1, 2013, Occurred 15/09/2013 12:30pm)  
**Confiscation:** Mobile phone  
Harry was caught using his phone during his Period 4 class today. The phone has confiscated and will be returned after we receive acknowledgement from the family.
- Timothy BOLZIKOS - TSH** (Recorded Jul 1, 2013, Occurred 25/06/2013 10:30am)  
**Attitude/Behaviour:** Disrupting class  
Harry was very disruptive today in class. He repeatedly interrupted my teaching with questions designed to throw me off balance and distract the class.

You can view a complete academic history for your child including Semester Reports and any Progress Reports created by the school about your student. You can download these at any time and print them if required.

These are accessed via the 'Reports' Tab within the students Profile page.

# Newsletter

## Surfside Primary School Newsletter

*To inspire our students to be creative, innovative and emotionally equipped to thrive*

Issue 19 · 18 Nov 2022

### In this issue



#### Dates for your diary

Term 4 2022, November, December, January 2023, Curriculum Days 2022, Curriculum Days 2023, School Hours



#### Administration News

Walk-A-Thon/Colour Run, Scooters needed for Sports Program, Curriculum Day on Friday 25th November, Camps, Sports & Excursions...



#### Parent Payments 2023

Parent Payment Arrangements For 2023



#### Out and about with Mr Walsh

THANK YOU SURFSIDE, Congratulations we raised \$41,131. What a week at Surfside!, Book Fair, A REMINDER THAT WE HAVE OUR TERM ...



#### Term 4 Fundraising Events

BOOK FAIR, Walk-A-Thon/ Kiah Colour Run, Christmas Raffle Coming Soon



#### Sustainability News

Recycling at Surfside Primary School



#### Canteen 2022

Canteen Closed, Volunteers Needed



#### Sick Bay & 1st Aid News

Student Medications, Students With Asthma, Sesame Free School



#### Our Local Community News



#### Camp Australia

Before & After School Care

# On the socials...



'Project 22' has aimed to build connections in numeracy between Surfside PS and [Bellarine Secondary College](#). We saw some wonde... See more



So many award winners this week that it was hard to fit them all in!! Well done Surfside and keep up the great work. 🏆



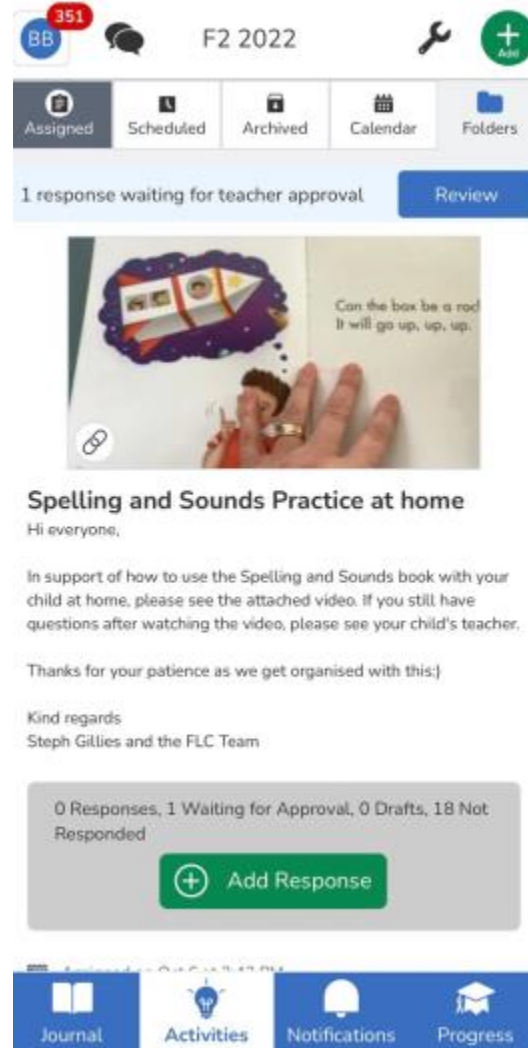
**TOMATO & PRESERVE SALE!!**  
Come in and see us for your tomato seedlings and delicious preserves!! All proceeds go bac... See more



# Student Learning Progress



SEESAW




The screenshot shows a Seesaw post from a teacher to a class named 'F2 2022'. The post includes a video thumbnail with a thought bubble and a hand pointing to a whiteboard. The text of the post provides instructions on how to use a spelling and sounds book at home. At the bottom, there is a summary of responses and an 'Add Response' button.

BB 351 F2 2022

Assigned Scheduled Archived Calendar Folders

1 response waiting for teacher approval [Review](#)



**Spelling and Sounds Practice at home**

Hi everyone,

In support of how to use the Spelling and Sounds book with your child at home, please see the attached video. If you still have questions after watching the video, please see your child's teacher.

Thanks for your patience as we get organised with this:}

Kind regards  
Steph Gillies and the FLC Team

0 Responses, 1 Waiting for Approval, 0 Drafts, 18 Not Responded

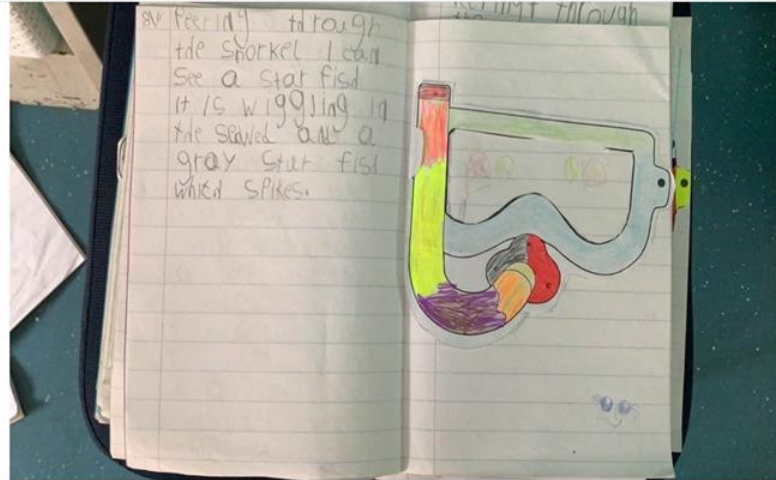
[+ Add Response](#)

Journal Activities Notifications Progress

# Student Learning Progress



SEESAW



November 22, 2022, 2:41 PM

- **Brenton Barnes** This writing shows your child's ability to hear and record sounds in familiar and unfamiliar words. We are looking for spaces between words, an upper case letter at the start of a sentence and a full stop at the end. Students completed a rough draft in their writing books, which was edited in conference with the teacher and then they wrote their final draft.

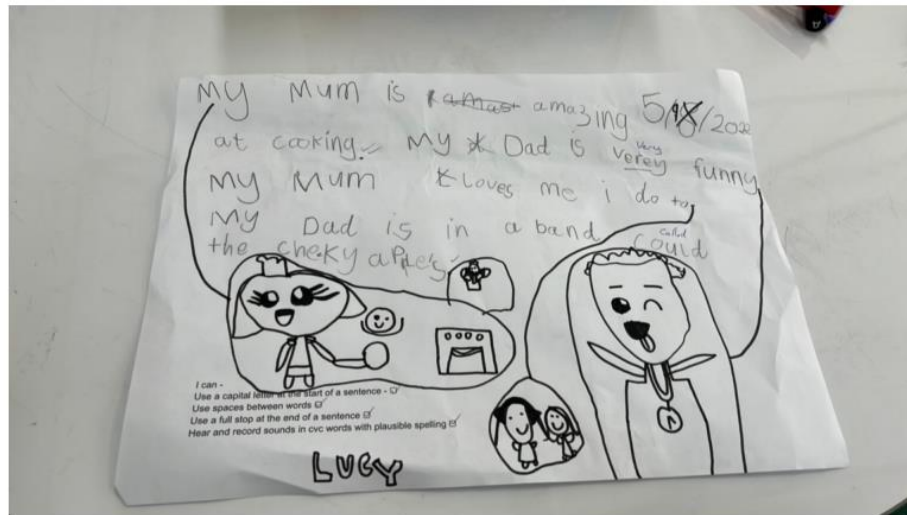
# Student Learning Progress

Lu Lucy

Sep 5, 2022



SEESAW



Lucy Great work Lucy. Good to see you realise how funny your dad is!

Scan with Seesaw to view this work!





# Surfside PS Website



(03) 5256 1411  
surfside.ps@education.vic.gov.au  
31/65 John Dory Drive  
Ocean Grove, Victoria, 3226  
07:30 - 19:00  
Monday to Friday



[Home](#) × [Our School](#) × [Teaching & Learning](#) × [Student Discovery](#) × [Parent Information](#) × [Enrolments](#) × [Contact](#) × [Links](#)



We are an Ocean  
Grove, Victoria  
based school



# Canteen

## GETTING STARTED

Welcome to School24. We look forward to providing you with an easy-to-use online ordering platform that can be used on-the-go at any time! Getting started is easy, just follow the steps below and you'll be ready to make your first order in minutes.

### Registration

Go to: [www.school24.net.au](http://www.school24.net.au)



Press the blue registration button to create your account.

Enter your unique school ID number to help us match your account with your school,

**Surfside Primary : 25207963**

You will then be asked to input your personal details. Once completed click Create Account.



**Congratulations you are now registered!**

### Activate your Account

Go to [www.school24.net.au](http://www.school24.net.au)

Use your registered email address and password to login. Once you have logged in you will need to complete the following steps to ensure you are ready to make your first order.

#### Step 1

Setup your children. In the middle of the screen there is a 'students' button. Here you can input your child's name and class, along with any allergies or special requirements they may have.



SCHOOL24

Students profile

#### Step 2

Top-up your account. You will be taken to a secure page where you can select a top-up amount and enter your card details. Top-up is instant when using visa/master cards.

### Place your first order!

You are now ready to make your first order. If you have any queries please do not hesitate to contact our friendly support team on **02 8041 1132** or email us on: [info@school24.com.au](mailto:info@school24.com.au)



# Questions?





# Thank You.

Peter Walsh

**Principal**

Ebony Anderson

**Business Manager**

Vicki Schomacker

Kerry Coghlan

**Administration**

