St Joseph's Catholic Parish Primary School Bulli

24 July 2019

Dear Parents/Carers

At the beginning of Term 3, 2019 St Joseph's has started to use the Compass School Management System. Compass is a student information system that will allow you to access up-to-date and meaningful information about our school and your child's progress.

Compass includes many different features, including the ability to:

• Monitor your child's attendance, and enter an explanation for absence 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 conferences
• Pay and provide consent for events and school fees

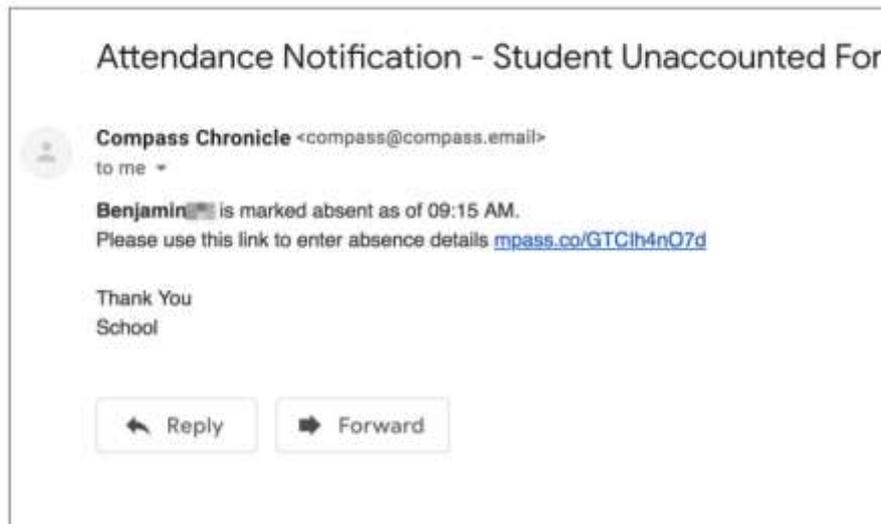We will advise parents when each of these features becomes available for parent use.

Compass is a web-based system that is accessible on any modern web browser or by using the Compass iOS or Android apps.

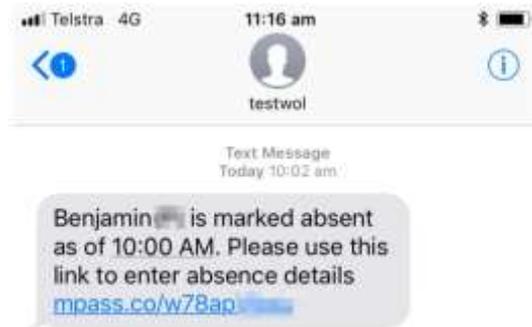Later in Term 3, you will receive a letter which will contain your Compass Login Details.

Initially, we will be using the Compass system to notify parents of any unexplained absences.

If your child is marked 'not present' at school, you will receive an **email notification and SMS notification**. Notifications will include a link which can be used to enter an explanation for the absence.

The email you receive will be similar to the one below.

"Wollongong CEO "   C   NEALE

The SMS you receive will be similar to the one below.

Click the link which starts with **mpass** This link can only be clicked once if you try to use it a second time you will receive an error message. The link will also expire, it is best to use within 48 hours of receiving the message.

From both the email and SMS Link a screen will open where you are able to enter the absence details.

Use the drop-down menu to enter the absence reason and then enter details in the box below. Check the date is correct. *It may open with today's date, but the absence was for yesterday. If this is the case, change the date.* Once you have entered the required information click Add Approval.

The attendance note has now been entered into Compass and notifies the school of the absence.

Please do not hesitate to contact us at the school office and we will be more than happy to any questions that you may have.

Yours sincerely

Mrs Kaylene Duffin
Acting Principal

"Wollongong CEO "   **C**