

Online payments and parental consent on Compass

- As of term 3 2019, parents and carers of Westall SC students will be able to give consent and pay for events and excursions online through Compass. This will be a simple, streamlined process which will mean that parents and carers will no longer need to physically fill out a consent form or come in school to pay for an event or excursion.
- Parents and carers will need to log on to Compass at <https://westallsc-vic.compass.education> to use this new feature.
- The following is a step-by-step guide to giving online consent and making payments for events and excursions using Compass:

Welcome to the Westall Secondary College 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.

My News

Event Consent/Payment Required
There are 3 events awaiting your consent and/or payment.
[Click here for more information](#)

Attendance: Attendance Note Required
[Name] was recorded as 'not present' or 'late' without explanation.
[Click here for more information](#)

Course Information Night, Tuesday 23rd July
Dear Parents, Guardians, Students and Staff,
A reminder that course information night will take place next week, **Tuesday 23rd July at 6:30 pm**.

Parent Opinion Survey
Dear Parents/Carers,
It is that time of year again when all schools are completing the Education Department Parent Opinion Survey. This is really important information for us so can you please support us in this.

Billy Elliot Viewing
Hi Year 10s,
This message is for anyone who missed the second half of Billy Elliot today due to the excursion. Please come to EE at the start of lunch tomorrow (Thursday 17th) to finish the film. Bring your lunch.
Regards,
Ms Moore
6 days ago by San MOORE

Once you are logged in to Compass, click on '[Click here for more info](#)' under Event Consent/Payment Required'.

Events

Dashboard

My Children's Events

Event	Date/Time	Consent/Payment Options	Due
Melbourne Museum Attending	Monday, July 29 2019 - 09:00 AM to Monday, July 29 2019 - 03:15 PM	Process Now (Online) Print Form (Offline)	26/07
Taekwondo Camp Attending	Friday, August 2 2019 - 03:30 PM to Saturday, August 3 2019 - 03:30 PM	Print Form (Offline)	02/08
Mod's School CAMP 2019 at Campsae Downs... Attending	Monday, August 12 2019 - 08:00 AM to Wednesday, August 14 2019 - 05:00 PM	Print form (Offline)	12/08

On the Events page, click on the red **Process now (online)** button for the event or excursion.

Melbourne Museum: Consent and Payment [\[Back to Events \]](#)

Consent and Payment has not been received. Parent or guardian action is required.

Event Details

Description/Educative Purpose: This is an excursion for Year 9 GLIT students. This is a test for Compass.
Date/Time: Monday, July 29, 09:00AM - Monday, July 29, 03:15PM
Venue/Location: Testing
Additional Details: Testing
Dress Code: Mark HENDERSON
Staff member in charge: Consent due by 26/07/2019
Event Cost: \$20.00 due by 26/07/2019
Amount Paid: \$0.00

[Download Consent/Payment Form \(Process Offline\)](#)

Medical Information

Additional details of any current medical conditions, allergies, medications or ailments
e.g. A broken leg, asthma, inhaler dosage increase, travel sickness, allergies, dietary requirements etc.

Please contact the school if any permanent/on-going medical information requires updating.

If there is any **current medical information** such as an allergy or medication, please add it here to inform the staff member leading the event or excursion.

Parent/Guardian Contact Details

Contact details on file

Name: [Redacted]
 Mobile: [Redacted]
 Email: [Redacted]
 Phone: [Redacted]
 BH Contact A - Notes: [Redacted]

Please contact the school if the information above is out of date/incorrect/incomplete.

Contact details on the day (if different from normal)

[Redacted]

If emergency contact details will be different or a specific parent or carer should be contacted on the day, add it here.

Consent for [Redacted]

I give permission for [Redacted] to attend this event. Where the staff member in charge is unable to contact me, or where it is impractical to contact me, I authorise the staff member in charge to 1) consent to any medical or surgical attention deemed necessary by a medical practitioner, and 2) administer any medication deemed necessary by a medical practitioner. I understand that this is an official school event and that [Redacted] will adhere to the school's code of conduct outlined above, and behave in alignment with the school's code of conduct. I agree to meet any medical expenses and/or transport costs incurred in or as a result of my child being sent home as a result of misbehaviour or inappropriate conduct. Further, I agree to meet any transport costs should my child be sent home as a result of misbehaviour or inappropriate conduct.

To provide consent, please type your full name below.

Parent/Guardian Full Name: [Redacted]

To give consent for your child's attendance and to agree to all expectations of events and excursions at Westall SC, type in full name here.

Payment

Name on card: [Redacted]

Card Type: **VISA** (dropdown menu)

Card Number: [Redacted]

Expiry (Month/Year): (Month) / (Year)

CVV/CVC: [Redacted] Where do I find my CVV/CVC?

We use CompassPay.com as our payment processing gateway. In clicking the relevant "Pay" or "Submit" button below, you agree for your credit card to be charged by CompassPay.com on behalf of your school. You understand that the amount charged will be the Total Due or amount indicated above and that this will appear on your credit card statement as CompassPay.com. This payment and use of this website is in alignment with the Compass School Manager terms and conditions of use available at <https://sites.google.com/a/dif.com.au/policies>

By proceeding, you agree that

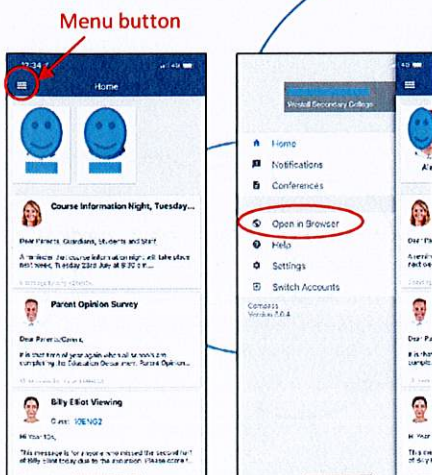
you are the card holder for the credit card above; and
 you agree for the credit card entered above to be charged the amount event cost specified; and
 the credit card above is valid, and able to honour payments; and
 you understand that this transaction will be processed and appear on your credit card statement as **CompassPay.com**; and
 you accept your school's relevant refund policies; and
 you accept the Compass School Manager website policies available here.

Submit Details Cancel

Enter your payment details here to make a payment. Please note only Visa and MasterCard are accepted.

To submit the payment and agree to all conditions of payment, click on Submit Details button.

Using the Compass App



- The Compass App does not currently support online payments and parent consent. This feature will be available soon.
- If you are an app user and would like to make a payment from a mobile device, click on the menu button.
- From the menu list, select **Open in Browser** and this will open the full Compass program.
- From here, follow the same process outlined previously in this document to provide consent and make payments from your device.

If there are any parents or guardians that need further support with online payments and giving consent online, or if you would like access to a device, please see our front office staff.