**Compass**

Compass is an online portal that coordinates all areas of school management and can be accessed by parents and staff of Oakleigh Primary School. Compass can be accessed on any web browser or on smart phones, with the ‘Compass School Manager’ app available for download on the Apple and Android app stores.

Every family is issued with a personal username and password to log into their family portal. From there, you can:

* 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 the school calendar
* Pay and provide consent for events and school fees (in progress)
* Download and view their child’s progress and semester reports
* Book parent teacher conferences

We encourage all families to familiarise yourselves with Compass as we work to further integrate it into our school operations.

Any questions you may have about how to use Compass can be answered by using the ‘Compass Parents Guide’.  This can be found at:

<https://www.compass.education/guide>

**Compass Support**

<https://www.compass.education/support/support-centre>

**Entering Student Absences**

It is the parents’ responsibility to enter any absence for their child/ren online through Compass. The only reason to contact the school is if you are having trouble entering your child/ren’s absence online. All absences must be entered by 9am otherwise a notification will be sent to you advising your child/ren are absent without approval.

**How to Enter an Absence Note:**

* From the Compass home screen (or from your student’s profile), click the **Add Attendance Note** item. **Then 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

Where possible, attendance notes should be entered prior to the absence/lateness occurring. For absences such as holidays you can enter a beginning and end date prior to their absence.

If your child is marked as absent without prior approval you will receive a message containing a link. When you follow the link, you will have the opportunity to explain the absence.

The link will expire after you have clicked it, meaning that it cannot be used to explain unapproved absences in the future.

Each unexplained absence generates a new message containing a new link, allowing you to repeat the process.