



**Surfside Primary School
Communication**



Primary School

Acknowledgment of Country

**I acknowledge the
Wadawurrung
People, the
Traditional
Custodians of the
land, the skies and
the seas on which we
meet today, and pay
my respects to their
Elders past, present
and emerging.**



Communication at Surfside



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.



COMPASS
School Manager



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

**And much
more...**

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.

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.

Main Menu

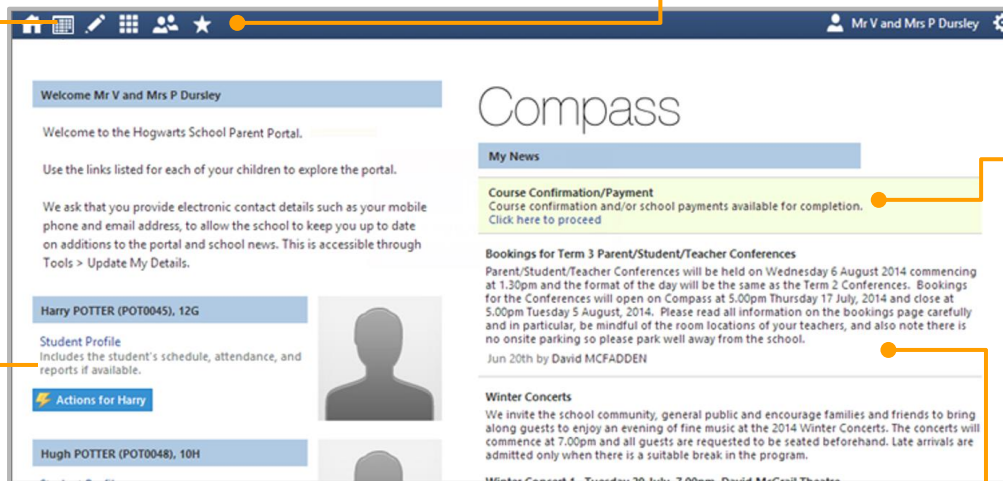
Allows you to access other Compass and school resources. The tools icon allows you to update your contact details and change your password.

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

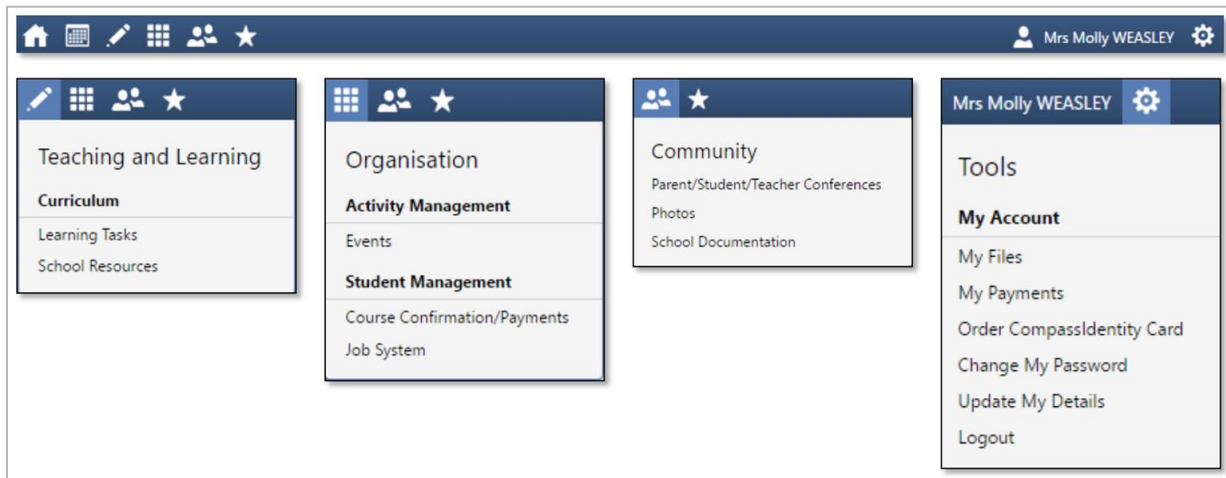
Recent school news items and information relevant to you. This may include newsletters, details of upcoming events and much more.



The screenshot displays the 'Compass' parent portal interface. At the top, a navigation bar contains icons for home, calendar, tools, and user profile, along with the user name 'Mr V and Mrs P Dursley'. The main content area is titled 'Compass' and includes a 'Welcome' message. Below this, there are sections for 'My News' (with a highlighted 'Course Confirmation/Payment' item), 'Bookings for Term 3 Parent/Student/Teacher Conferences', and 'Winter Concerts'. On the left, there are student profiles for 'Harry POTTER (POT0045), 12G' and 'Hugh POTTER (POT0048), 10H', each with a 'Student Profile' link and an 'Actions' button.

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 top navigation bar of the Compass portal. It features a dark blue header with icons for Home, Calendar, Edit, Grid, People, and Star. On the right side of the header, the user's name 'Mrs Molly WEASLEY' and a Cog icon are visible. Below the header, 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

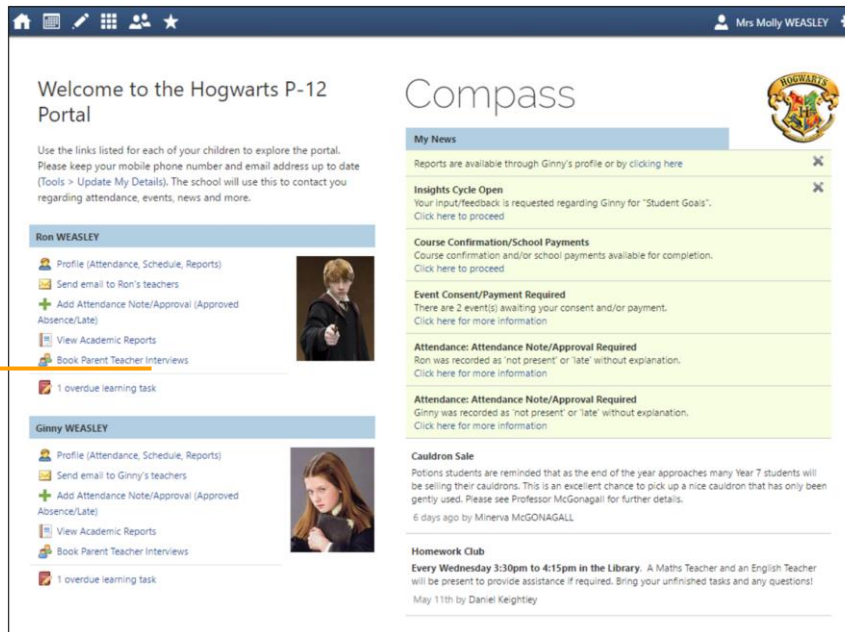
To the right of the screen, the parent name will display, with the Cog icon, which will bring up the Tools menu, from which you can access your Payments, your Files, reset your password, update your contact details, and log out.

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

The Compass Home Screen

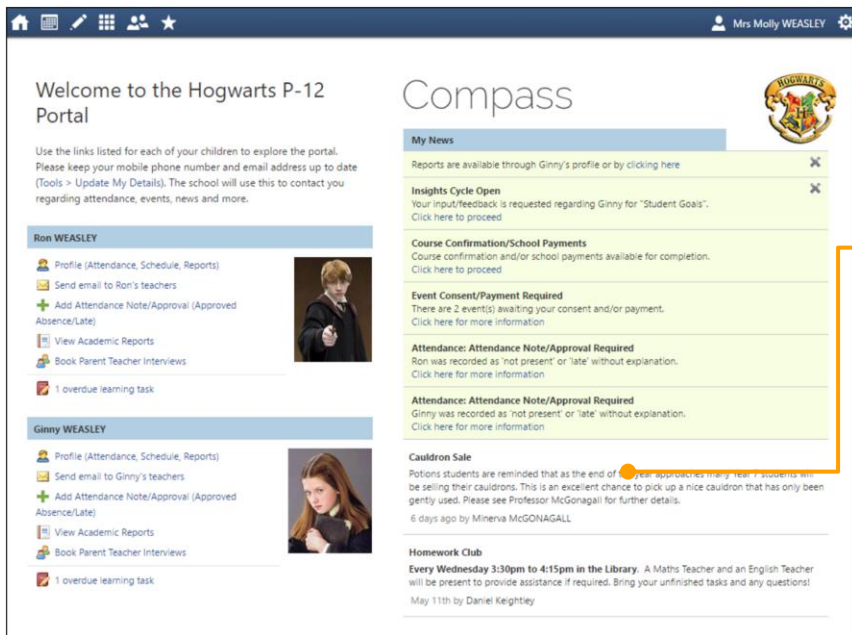
Underneath the student names are
links from which parents can
access:

- 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 a parent. At the top, there is a navigation bar with icons for home, search, and user profile. The user is identified as 'Mrs Molly WEASLEY'. The main content area is titled 'Welcome to the Hogwarts P-12 Portal' and includes a welcome message and a list of links for each child. Two children are listed: Ron WEASLEY and Ginny WEASLEY. Each child's section includes links for Profile, Send email, Add Attendance Note/Approval, View Academic Reports, and Book Parent Teacher Interviews, along with a notification for 1 overdue learning task. On the right side, there is a 'My News' section with several news items, including 'Reports are available through Ginny's profile', 'Insights Cycle Open', 'Course Confirmation/School Payments', 'Event Consent/Payment Required', and 'Attendance: Attendance Note/Approval Required' for both Ron and Ginny. At the bottom right, there are sections for 'Cauldron Sale' and 'Homework Club'.

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 6 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: 31/07/2007 (16 years, 7 months)
 House: GRYFFINDOR
 Student ID: POT0084
 Email: hary.potter@rogan.schools.nsw.edu.au

Student Chronicle

Attendance: 72%

Academic: Excellent work
 Harry is excelling in his Defence Against the Dark Arts class. His performance in You Know Who was exceptional.

Academic Excellence (Published)
 Letter send home to parents.

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

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

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

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?

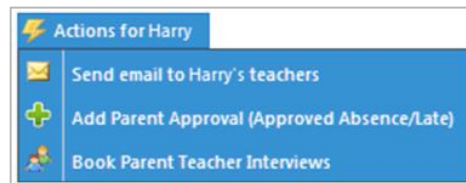
As a school we have a duty of care to protect the safety and wellbeing of our students through reporting and monitoring any absenteeism. This is the responsibility of both parents/carers and schools.

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: Entering a Parent Approval

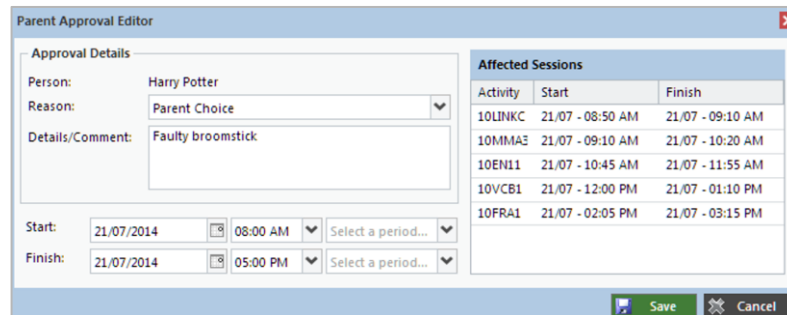
1

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



A screenshot of a "Parent Approval Editor" window. The window is divided into two main sections: "Approval Details" and "Affected Sessions".

Approval Details:

- Person: Harry Potter
- Reason: Parent Choice (dropdown menu)
- Details/Comment: Faulty broomstick
- Start: 21/07/2014, 08:00 AM (dropdown menu)
- Finish: 21/07/2014, 05:00 PM (dropdown menu)

Affected Sessions:

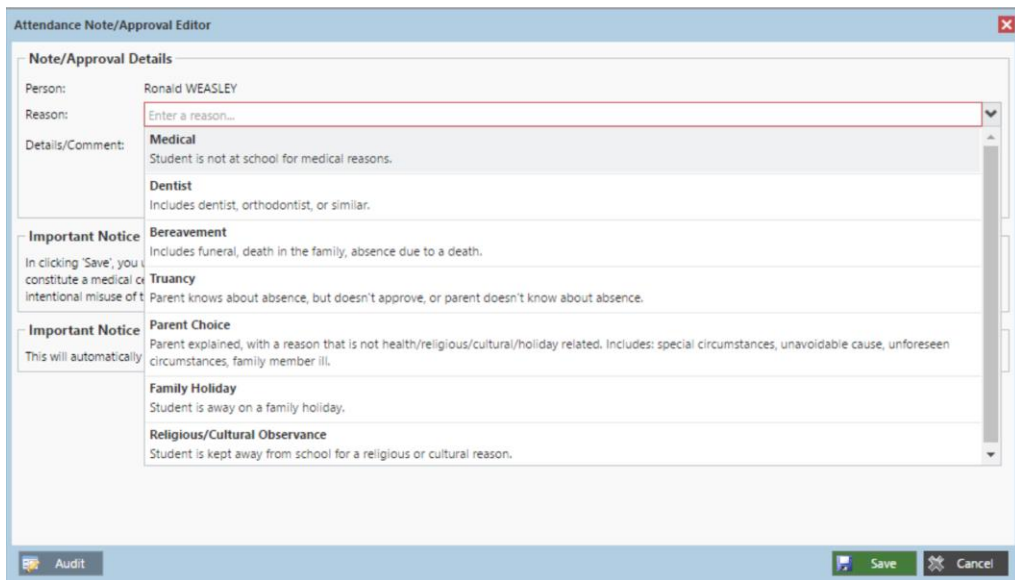
Activity	Start	Finish
10LINKC	21/07 - 08:50 AM	21/07 - 09:10 AM
10MMA3	21/07 - 09:10 AM	21/07 - 10:20 AM
10EN11	21/07 - 10:45 AM	21/07 - 11:55 AM
10VCB1	21/07 - 12:00 PM	21/07 - 01:10 PM
10FRA1	21/07 - 02:05 PM	21/07 - 03:15 PM

At the bottom right of the window are "Save" and "Cancel" buttons.

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

Attendance:

Entering a Parent Approval



The screenshot shows a software window titled "Attendance Note/Approval Editor". The window contains a form with the following sections:

- Note/Approval Details**
 - Person: Ronald WEASLEY
 - Reason: Enter a reason... (dropdown menu)
 - Details/Comment:
 - Medical**: Student is not at school for medical reasons.
 - Dentist**: Includes dentist, orthodontist, or similar.
- Important Notice**
 - 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.
- Important Notice**
 - 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.

At the bottom of the window, there are buttons for "Audit", "Save", and "Cancel".

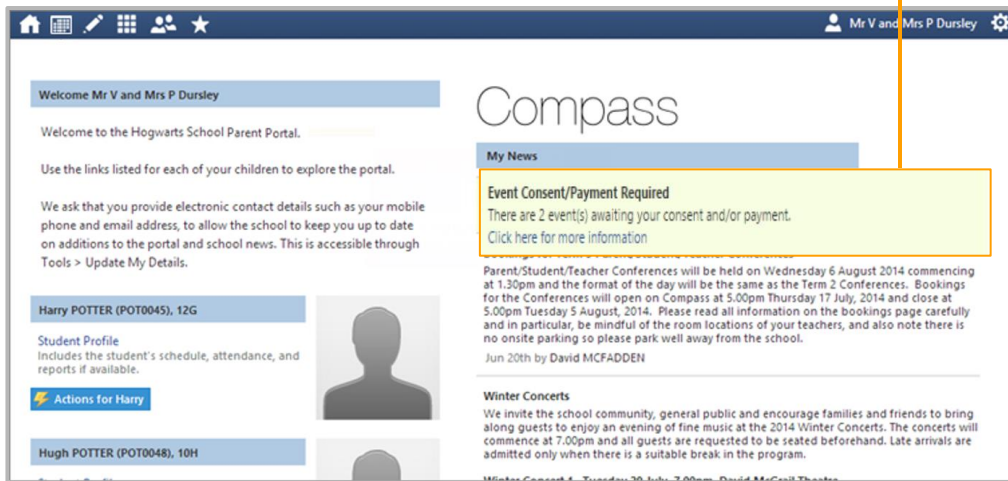
As a School we do ask that parents/guardians. As best you can, enter the correct reason for the absence/late arrival/early departure. This information is sent to DET and reflects on our absence data.

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.



Welcome Mr V and Mrs P Dursley

Welcome to the Hogwarts School Parent Portal.

Use the links listed for each of your children to explore the portal.

We ask that you provide electronic contact details such as your mobile phone and email address, to allow the school to keep you up to date on additions to the portal and school news. This is accessible through Tools > Update My Details.

Harry POTTER (POT0045), 12G

Student Profile
Includes the student's schedule, attendance, and reports if available.

Actions for Harry

Hugh POTTER (POT0048), 10H

Compass

My News

Event Consent/Payment Required
There are 2 event(s) awaiting your consent and/or payment.
[Click here for more information](#)

Parent/Student/Teacher Conferences will be held on Wednesday 6 August 2014 commencing at 1.30pm and the format of the day will be the same as the Term 2 Conferences. Bookings for the Conferences will open on Compass at 5.00pm Thursday 17 July, 2014 and close at 5.00pm Tuesday 5 August, 2014. Please read all information on the bookings page carefully and in particular, be mindful of the room locations of your teachers, and also note there is no onsite parking so please park well away from the school.

Jun 20th by David MCFADDEN

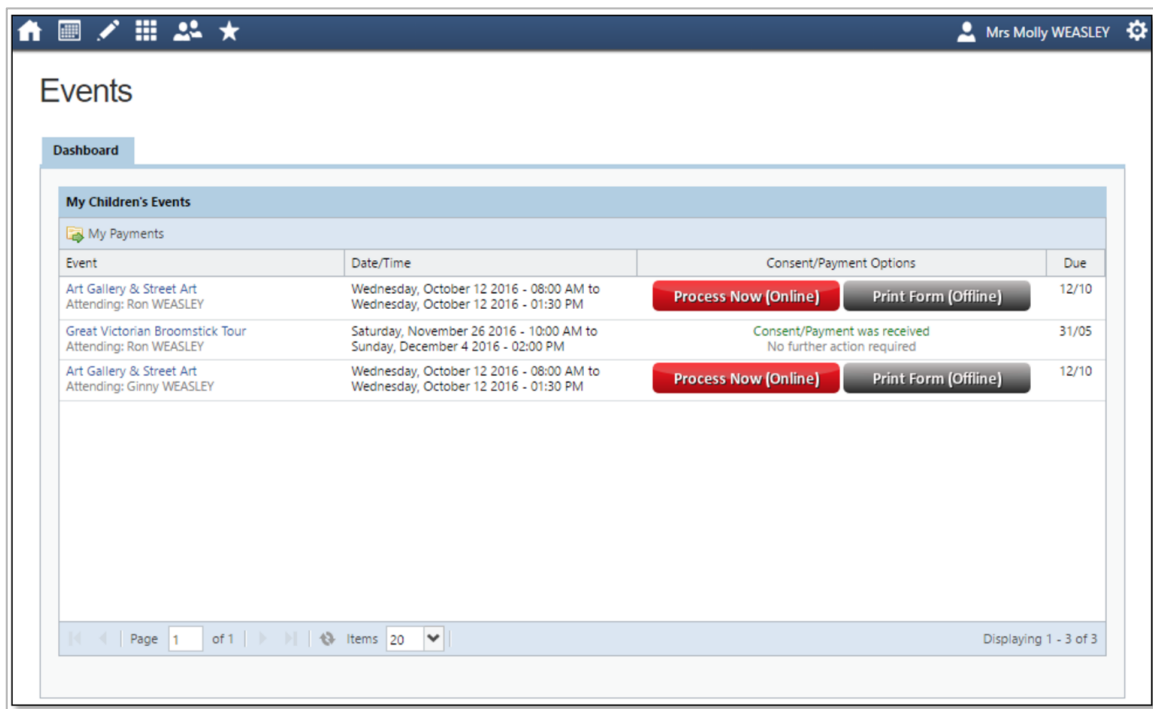
Winter Concerts
We invite the school community, general public and encourage families and friends to bring along guests to enjoy an evening of fine music at the 2014 Winter Concerts. The concerts will commence at 7.00pm and all guests are requested to be seated beforehand. Late arrivals are admitted only when there is a suitable break in the program.

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



Dashboard

My Children's Events

My Payments

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	Process Now (Online) Print Form (Offline)	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	Process Now (Online) Print Form (Offline)	12/10

Page 1 of 1 | Items 20 | 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					
Interpersonal Development	C					
Personal Learning	C					
The Arts	C					
English	Reading	C				
	Writing	C				
	Speaking and Listening	C				
LCPE Patterns 2		C				
The Humanities - Geography	D					
Mathematics	Number	C				
	Space	C				
	Measurement, Chance and Data	C				
	Working Mathematically	C				
Science	Structure	C				
	Science	C				
Thinking Processes	C					
Communication	C					
Design, Creativity and Technology	C					

View data for this teacher or view all teachers for this subject

Student: Harry POTTER, 09E, Year 9

Dashboard Schedule Personal Attendance Reports

User Details

Full Name: Harry POTTER
Gender: Male
DOB: 30/07/2007 (26 years, 7 months)
House: Gryffindor
Student ID: POT004
Email: harry.potter@koonung.vic.edu.au

Student Chronicle

Add Chronicle Entry View Full Filter Show All

Attitude/Behaviour

Attendance

8 AM Tue, 29 Jul

9 AM 10:00 - 10:30 AM - 10:00 AM

10 AM 10:30 - 11:00 AM - 10:30 AM

11 AM 11:00 - 11:30 AM - 11:00 AM

12 PM 11:30 - 12:00 PM - 11:30 AM

1 PM 12:00 - 12:30 PM - 12:00 PM

2 PM 12:30 - 1:00 PM - 12:30 PM

3 PM

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

Regional Exchange Farewell lunch - GAZ - HOR
This Friday, 1:10 PM

Regional Exchange debrief and return technology - GAZ - HOR
This Friday, 2:00 PM

Academic Excellence (Published)
Letter send home to parents.

Academic Excellence (Published)
Letter send home to parents.

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.

Disruptive 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.

On the socials...




Student Learning Progress



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!

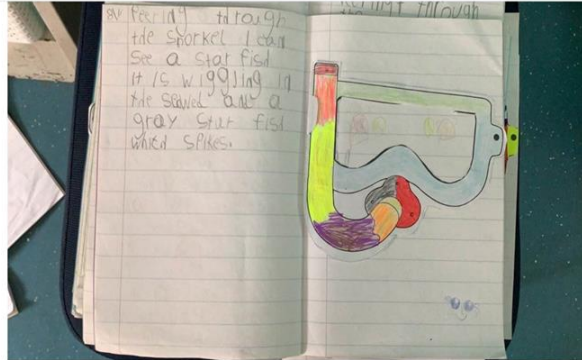
Kind regards
Steph Gilles and the FLC Team

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

[+ Add Response](#)

Journal Activities Notifications Progress

Student Learning Progress



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.

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

 Parent Portal
Login

 Compass
Parent Portal Login



We are an Ocean
Grove, Victoria
based school



Questions





Thank You.

'Alone we go fast, together we go far'