

COMPASS

OUR SCHOOL USES COMPASS AS OUR PARENT PORTAL

What does Compass do for you?

Using Compass allows 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
- Access your child's reports
- Monitor your child's homework and assessment tasks
- Make Canteen orders
- Pay and accept excursion and incursions through events

Accessing Compass

Compass is a web-based system that is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps. Search for 'Compass School Manager' in the store.

Every family receives a separate login to Compass, which will be provided to you by our school. To access our Parent Portal go to our website <http://goonawarra.vic.edu.au> and select the link or head directly to the portal URL address <https://goonawarra-vic.compass.education>

Logging in to Compass

To log in you will require your unique family username and password. These details will be provided to you by our school.

Upon first login, you will be required to change your password and confirm your email address and mobile phone number. These details may be used by our school for SMS, password recovery and email communication throughout the year.

If you have lost your details or forgotten your password, you can recover your details by clicking the 'Can't access your account?' link on the front page.

The Compass home screen

The home screen provides you with relevant alerts and news, as well as quick access to your child's profile.

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

Your children
Provides you with a quick summary of available options and highlights a summary of upcoming and overdue tasks.

To access more information click on the relevant quick link or select Profile to access detailed information about your child.

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

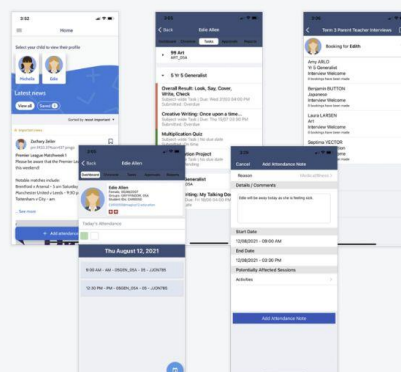
Recent school news items and information relevant to you. This may include newsletters, details of upcoming events and much more.

Compass Apps

You can download the Compass App on iOS and Android devices, simply search for Compass School Manager in the store.

Using the app you can:

- View the school news feed
- Receive messages from the school
- View your child's timetable and the school calendar
- View Learning Tasks
- Book parent-teacher conferences
- Add Attendance Notes
- View academic reports



Attendance YouTube

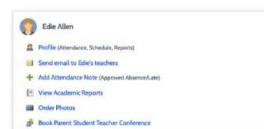
Entering an Attendance Note

1 From the Compass home screen (or from your student's profile), click the **Add Attendance Note** 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

Where possible, attendance notes should be entered prior to the absence/lateness occurring.

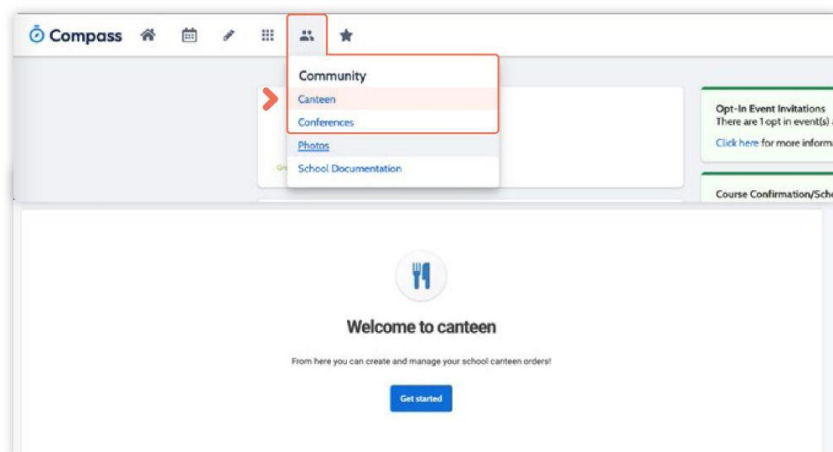


What is an Attendance Note?

An Attendance Note is used to explain when your child is absent or late for school.

How To: Place a Canteen Order for your child

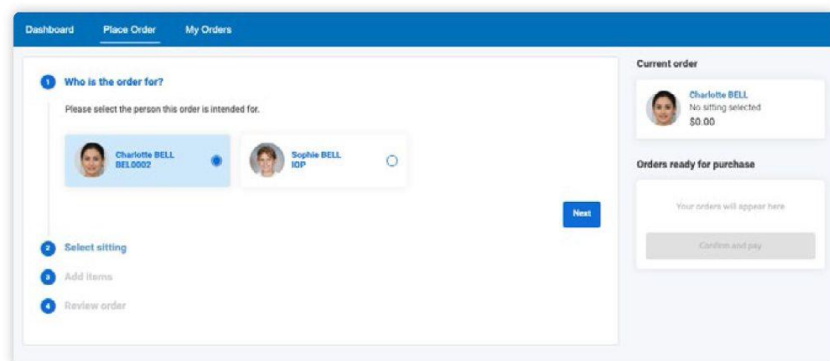
YouTube



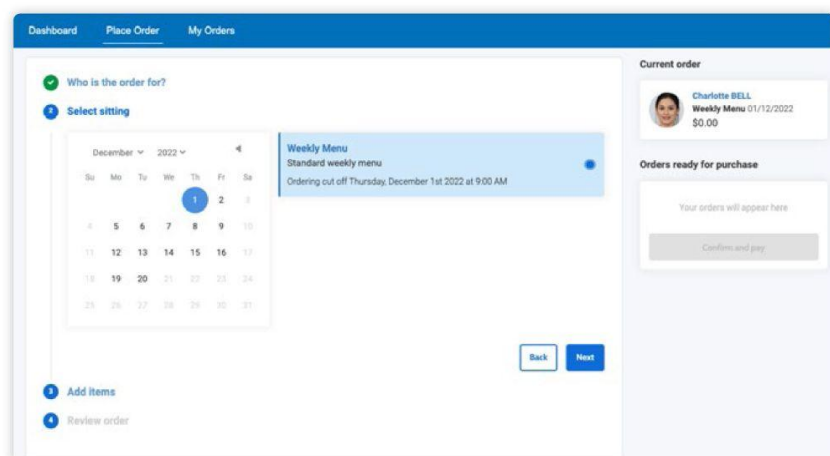
If your child has been given access to the student Compass portal (generally Secondary students), they are able to place orders from their account.

You can also place a canteen order on their behalf from within your Compass parent portal. To do so, go to the people icon at the top of the portal and select '**Canteen**'.

This will take you to the Canteen page. Click '**Get Started**' and you will be taken to the ordering tab.



On the '**Place Order**' tab, select the child you are ordering for and then click '**Next**'.



Next you will need to select the date the order is for. Some dates may have more than one menu available, for example, there may be the standard canteen menu and then perhaps a 'special' day, like a sausage sizzle menu available for that date. If there is more than one menu available to order from for the date you selected, you will need to select which menu you are ordering from.

Click '**Next**' to proceed.

How To: Place a Canteen Order for your child (continued)

Dashboard Place Order My Orders

Who is the order for?
Select sitting
Add Items

Search for items
Search for items

Hot Dog
Savory
Beef Sausage in White roll
Contains meat
Order online and in canteen
\$3.00
+ Add Item

Meat Pie
Savory
Four and Twenty Meat Pie
Contains meat
Order online and in canteen
\$3.00
+ Add Item

Mixed lollies
Sweet
small bag of lollies
Order online and in canteen
\$1.00
+ Add Item

Vegan Tacos
Savory
Tofu tacos with mexican spices
Vegan
Order online and in canteen
\$4.00
+ Add Item

Back Proceed to review order

Current order

Charlotte BELL
Weekly Menu 01/12/2022
\$5.00

Vegan Tacos
\$4.00 (\$4.00 each)
- 1 +

Mixed lollies
\$1.00 (\$1.00 each)
- 1 +

Orders ready for purchase

Your orders will appear here

Confirm and pay

You will see the menu items listed, scroll through and click **'add item'** for each item you want to order for that date.

You will see the added items show under the order details. You can also adjust quantities if needed for the added items.

When you have finished adding items, click **'Proceed to review order'**.

Dashboard Place Order My Orders

Who is the order for?
Select sitting
Add Items
Review order

Vegan Tacos
\$4.00 (\$4.00 each)
- 1 +

Mixed lollies
\$1.00 (\$1.00 each)
- 1 +

Charlotte BELL
No sitting selected
\$5.00

Special instructions
No onion in tacos

Back Add order

Current order

Charlotte BELL
Weekly Menu 01/12/2022
\$5.00

Vegan Tacos
\$4.00 (\$4.00 each)
- 1 +

Mixed lollies
\$1.00 (\$1.00 each)
- 1 +

Orders ready for purchase

Your orders will appear here

Confirm and pay

Review the order. You can remove an item by clicking the cross icon next to it. You can also add any additional information in the available section.

When you are happy with the order, click **'Add order'**.

How To: Place a Canteen Order for your child (continued)

Dashboard Place Order My Orders

Order for Charlotte BELL has been added to your cart

- 1 x Virgin Tacos - \$4.00
- 1 x Mixed loaves - \$1.00
- Order total: \$5.00

1 Who is the order for?

Please select the person this order is intended for:

Charlotte BELL BEL0002 Sophie BELL POP

2 Select sitting

Orders ready for purchase

Charlotte BELL Weekly Menu 01/12/2022 \$5.00

Total due \$5.00

Confirm and pay

This will add the order to your cart. If it is the only order you are placing at this time, click **'Confirm and pay'**. Alternatively, you can proceed to make additional orders for other children or other dates and add them to your cart.

Once all orders are added to your cart, you will need to click **'Confirm and pay'** to pay for them in order for them to be received by the canteen.

Confirm and pay

We use CompassPay.com as our payment processing gateway. In clicking the relevant 'Confirm and Pay' button to the right, 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 to the right. Refunds for cancelled online orders will be made to your Compass Balance regardless of original method of payment. This payment and use of this website is in alignment with the Compass School Manager terms and conditions of use available at <http://compass.edu.au/policy/>.

New credit card

5555 5555 5555 5555

JULIETTE BELL 04/13

5555 5555 5555 5555

Juliette Bell

04/13 999

Total due \$5.00

Cancel Process payment

Select the card you want to pay for the order with (or in the card drop-down, select the option to add a new card if required) and click **'Process Payment'**.

Dashboard Place Order My Orders

Charlotte BELL Sophie BELL

Upcoming Past

You have no past orders.

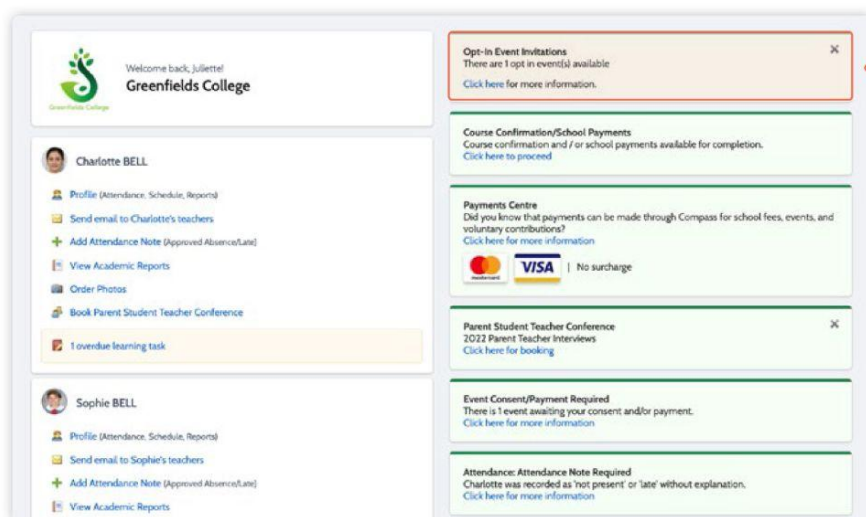
To view any existing upcoming orders or past orders for your child, click to the **'My Orders'** tab.



If you need to cancel an upcoming order, you will have the option to do so when viewing the order on the **'My Orders'** tab provided you are attempting to cancel the order before the cancellation deadline set by the school.

How To: Opt into an Optional Event

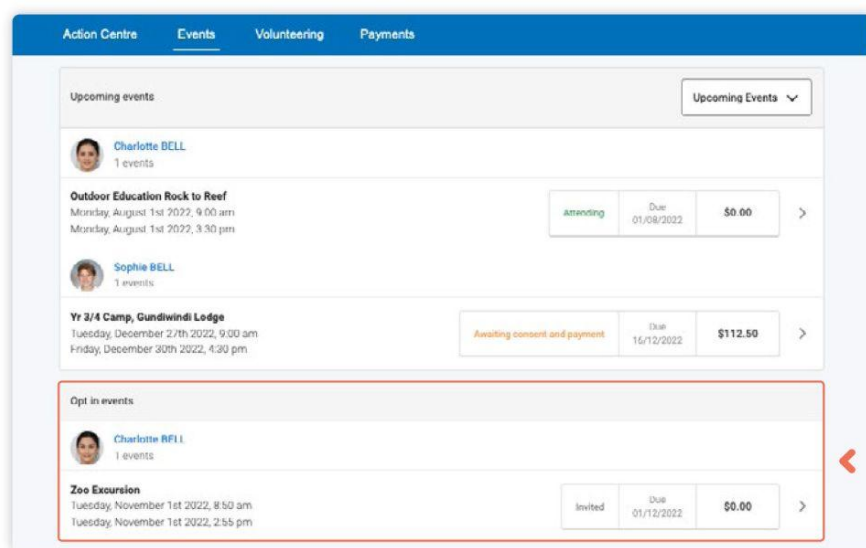
YouTube



Sometimes the school will offer optional events. *These may have attendee limits* and work on the first in first served basis.

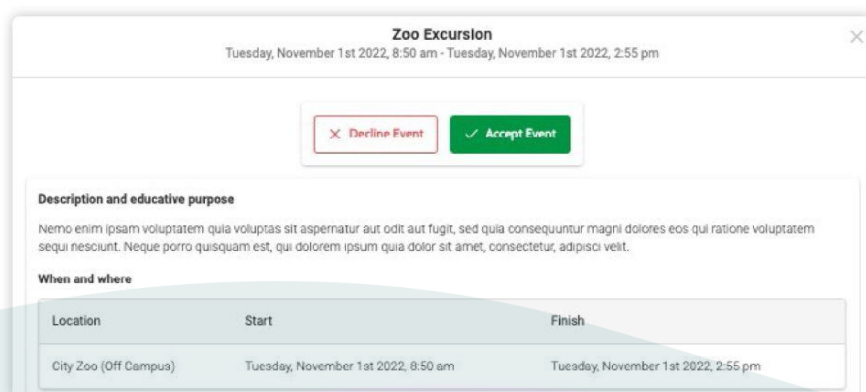
Anytime there is an optional event that your child has been invited to, an alert will show on your dashboard.

When you click the alert, you will be taken to the [Events page](#).



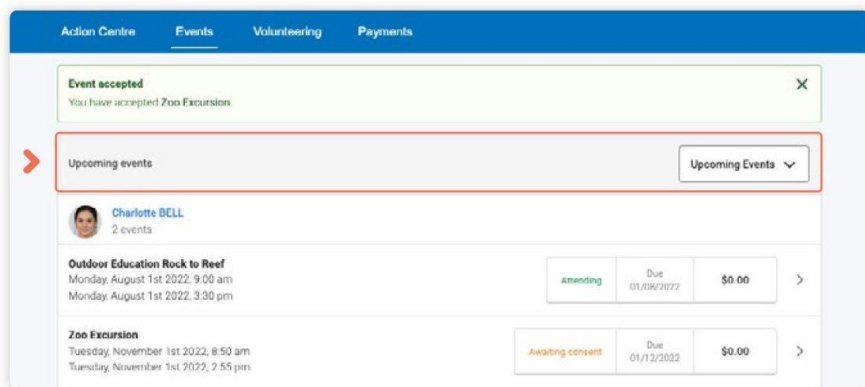
Click the option to expand the list of **Opt In** events available.

From the list, click into any events you want your child to attend.



You will see the event details and have the option to decline or accept the invitation.

How To: Opt in to an Optional Event (continued)

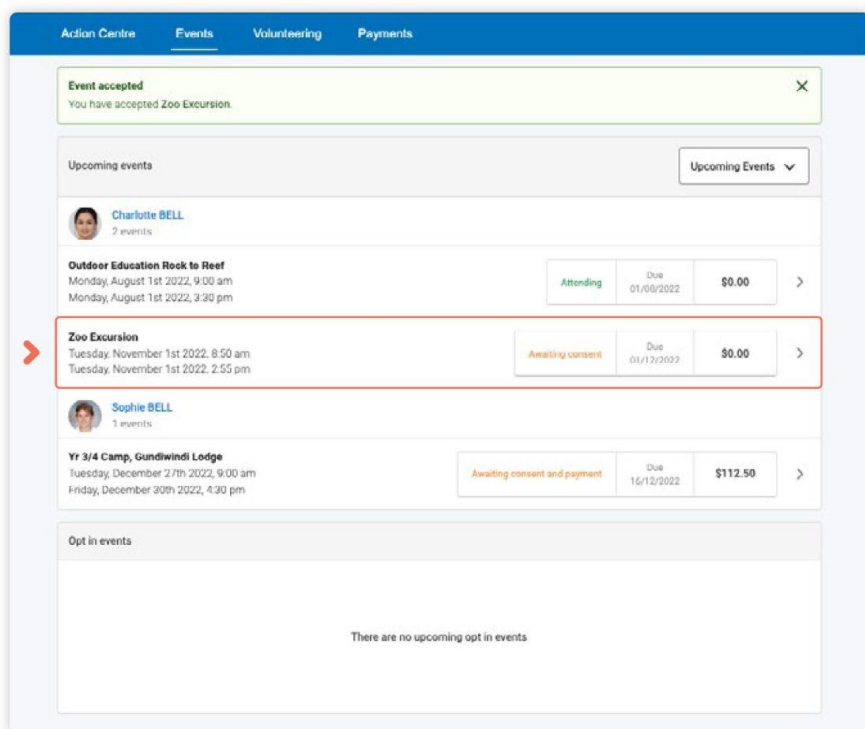


Event accepted
You have accepted Zoo Excursion

Upcoming events Upcoming Events ▾

Charlotte BELL
2 events

Outdoor Education Rock to Reef Monday, August 1st 2022, 9:00 am Monday, August 1st 2022, 3:30 pm	Attending	Due 01/08/2022	\$0.00	>
Zoo Excursion Tuesday, November 1st 2022, 8:50 am Tuesday, November 1st 2022, 2:55 pm	Awaiting consent	Due 01/12/2022	\$0.00	>



Event accepted
You have accepted Zoo Excursion

Upcoming events Upcoming Events ▾

Sophie BELL
1 events

Outdoor Education Rock to Reef Monday, August 1st 2022, 9:00 am Monday, August 1st 2022, 3:30 pm	Attending	Due 01/08/2022	\$0.00	>
Zoo Excursion Tuesday, November 1st 2022, 8:50 am Tuesday, November 1st 2022, 2:55 pm	Awaiting consent	Due 01/12/2022	\$0.00	>
Yr 3/4 Camp, Gundiwindi Lodge Tuesday, December 27th 2022, 9:00 am Friday, December 30th 2022, 4:30 pm	Awaiting consent and payment	Due 16/12/2022	\$112.50	>

Opt in events

There are no upcoming opt in events

If you choose to accept the invitation, it will move from the 'Opt In' section to the **'Upcoming Events'** section and show as requiring consent/payment (note, if the event did not require any consent or payment, your child will show as 'Attending' and no further action is required).

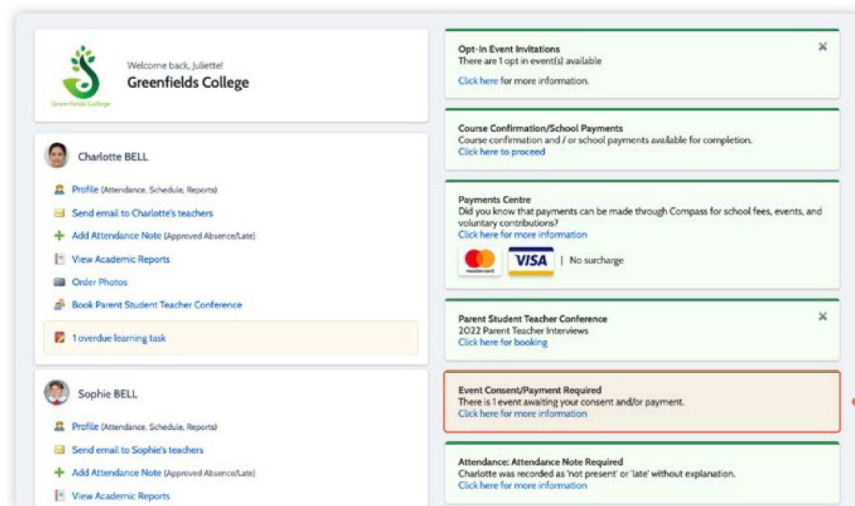
To secure your child's place, you will then need to click the event and proceed to **complete the consent/payment** per the usual event process.

When your child's status for the event shows as **'Attending'** they have a secured place.



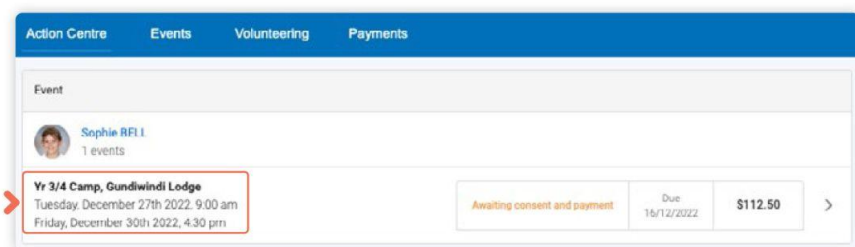
IMPORTANT: If you do not proceed to process the **consent/payment** before 11:59pm on the day you accepted the invitation, your child will no longer be considered an attendee of the event. Their status will revert back to 'invited' and you would need to re-accept the invitation to secure their place in the event. If there is an attendee limit for the event, being able to re-accept their invitation will only be possible if the maximum attendee limit for that event has not already been reached.

How To: Consent and Pay for an Event



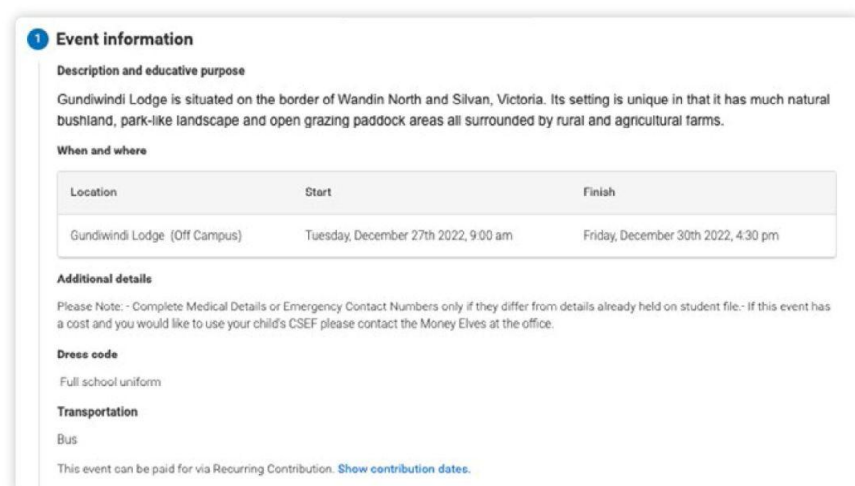
If your child has an upcoming event that requires your **consent and/or payment**, you will see an alert on your homescreen.

Click the alert and it will take you to the Events page (alternatively you can click the grid menu icon at the top of the screen and select 'Events').



On the 'Action Centre' tab you will see any events requiring your action. If you have more than one student at the school, events will be listed here under each child.

Click the event you wish to action.



You will see the details of the event.

How To: Consent and Pay for an Event (continued)

2 Administrative questions

Are there any additional 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 medication information requires updating.

Parent / guardian contact details

Contact Details on file

Ms Juliette BELL

Mobile: +61498987525
Email: parent@compass.education

Please contact the school if any of this contact information requires updating.

Contact details on the day (if different from normal)

Next will be any **administrative information** that you are required to review or respond to.

If you are required to review a medical Action Plan to confirm that it is current, you will need to tick the acknowledgement box to proceed (if the Action Plan on file is no longer current, please contact the school office to advise).

If your child has any further medical conditions not listed, please add the details in the available section. If they do not have any additional medical conditions, you can leave this field blank.

You will then see the current **contact details** on file for you.

If these need updating or different contact information is required for this event, please add that information in the space provided.

How To: Consent and Pay for an Event (continued)

4 Consent and payment method

I give permission for Sophie BELL to attend this event. Where the staff member in charge is unable to contact me, or where it is impracticable 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 such first-aid as the staff member in charge judges to be reasonably necessary. I understand that this is an official school event and that Sophie BELL will adhere to the dress code, as 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 the event of sickness or injury. Further, I agree to meet any transport costs should my child be sent home as a result of misbehaviour or inappropriate conduct.

Contact tracing:

Some excursion venues are required to collect contact details and are responsible for managing record keeping for contact-tracing in line with current public health directives. Most venues are required to use electronic record keeping that connects with an Application Programming Interface (API) linked provider or a digital system provided by Services Victoria. The Department of Health has strongly recommended that a contact number for each individual student is provided. A school phone number alone is not considered sufficient. Providing contact details for individual students will expedite contact tracing so that individuals can be contacted by the Department of Health if required. Parents/carers/guardians are advised that, when required, the school will be providing excursion venues with contact details for students. The phone number on school file for the student will be provided as the nominated contact number. Venues will be collecting student names and contact phone numbers for a legitimate purpose and are subject to Victorian privacy laws so will handle the information securely and only retain it for the required 28-day period.

To provide consent, please type your name in full

Juliette Bell

5 Confirm and pay

Payment Method

New credit card



5555 5555 5555 5555

Juliette Bell

02 / 13

999

☐ Save this card

Payment

Total amount

\$112.50

☒ Pay in full now

☐ Pay in Recurring Contributions

Process

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You will then be required to provide **consent and payment** (please note, not all events will require both, it will vary depending on the type of the event set up by the school).

Action Centre Events Volunteering Payments

Event accepted
You have accepted Zoo Excursion.

Upcoming events

Charlotte BELL
2 events

Outdoor Education Rock to Reef
Monday, August 1st 2022, 9:00 am
Monday, August 1st 2022, 3:30 pm
Attending Due: 01/08/2022 \$0.00

Zoo Excursion
Tuesday, November 1st 2022, 8:50 am
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Sophie BELL
1 events

Yr 3/4 Camp, Gundivindi Lodge
Tuesday, December 27th 2022, 9:00 am
Friday, December 30th 2022, 4:30 pm
Awaiting consent and payment Due: 16/12/2022 \$112.50

Once you have completed the consent/payment, the event will update to show your child as **'Attending'**.

The **'Events'** tab will show all events, both processed and those still requiring your action. To access information on upcoming events that you have already processed, click the event.