

Parents Guide

High Coniscliffe CofE Primary School



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Getting Started

How to: Access Compass

On a Web Browser

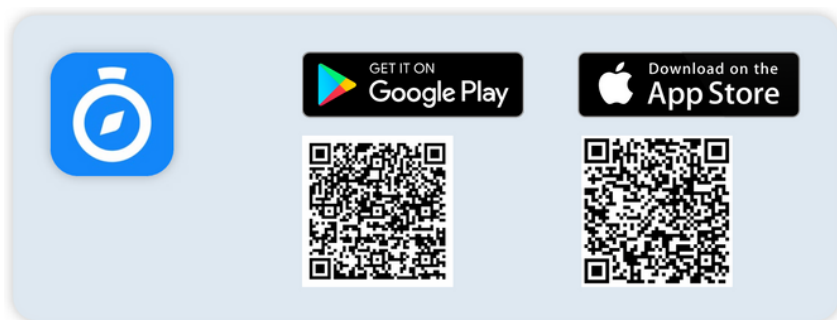
Compass is a web-based system that is accessible on any modern web browser (Chrome, Firefox, Safari etc).

Every family receives separate logins to our school's Compass site. This log in information is provided to you by the school.

Your portal URL is : highconiscliffe-uk.compass.education

On the Compass School Manager App

You can use the Compass app to action tasks. The app is available to download for free from the Apple App Store or the Google Play store.



Don't forget!

Allow notifications from the Compass School Manager app to ensure you don't miss any important updates from the school.

Once installed you will be prompted to select our school from the list at which point you will be required to enter your login details. These will be the same details you use to log in to your Compass Parent Portal.

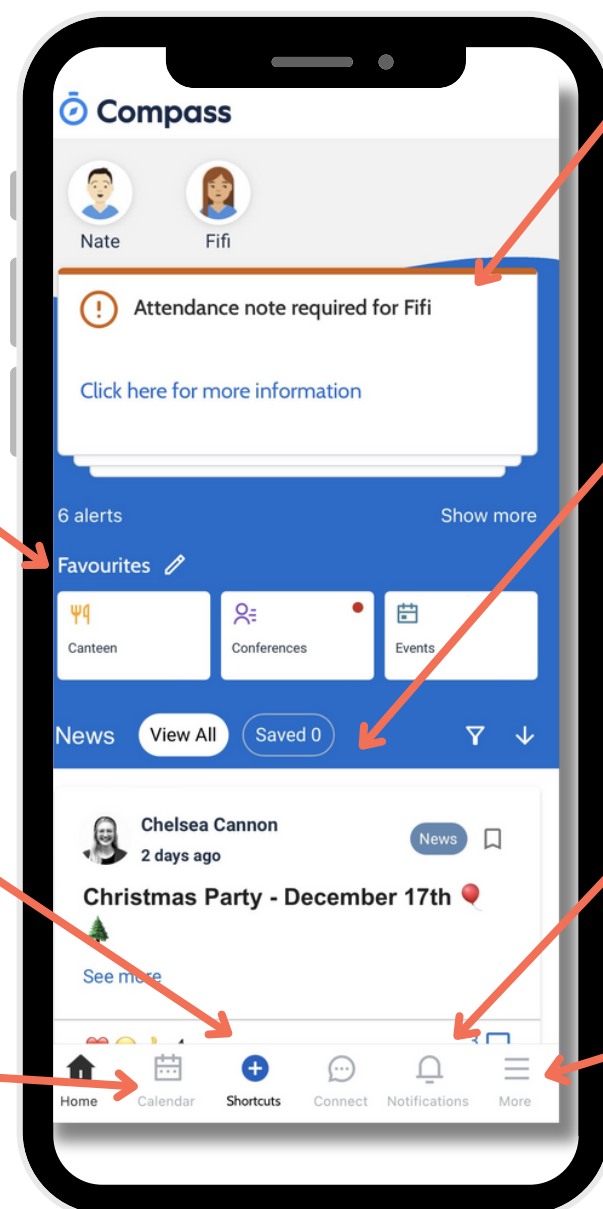
How to: Use the Compass App

Home Page

Favourites: Customise this section by clicking on the pencil icon to select which modules you would like quick access too.

Shortcuts: Quickly send an email, pay for an event, or submit an attendance note

Calendar: Your child's daily schedule and other events for parents



Alerts: Where you will be prompted to complete attendance notes, sign up for events, or make payments

NewsFeed: See posts from your school admin or teachers about school activities.

Notifications: A log of all push notifications sent to you.

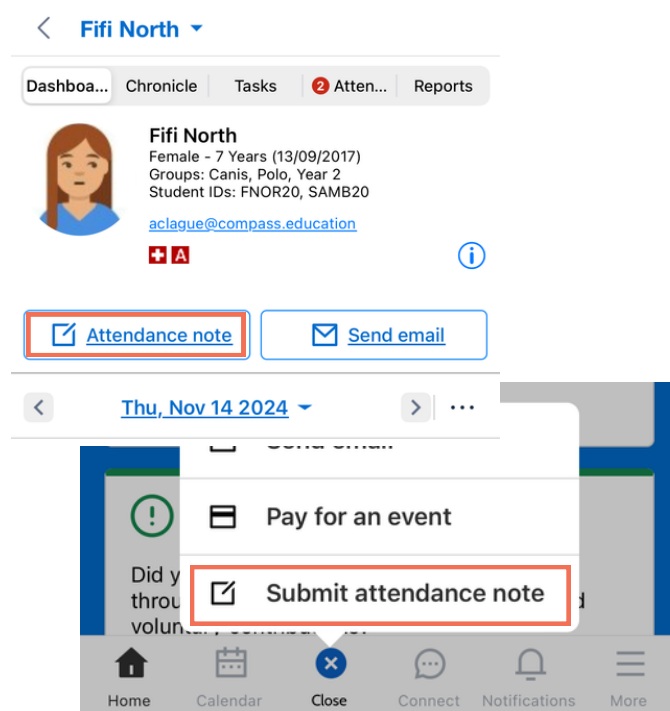
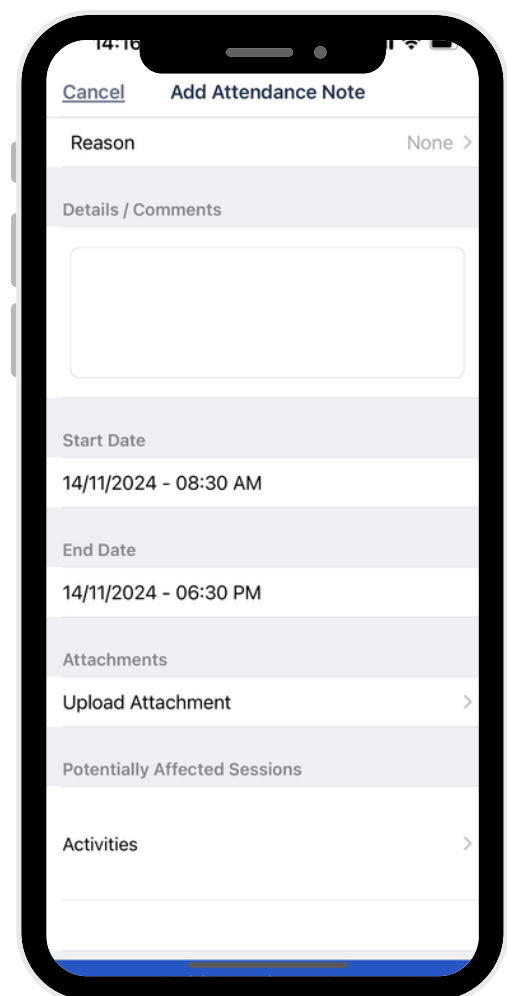
More: Access other Compass modules and app settings

How to: Add an Attendance Note

Add an Attendance Note to explain your child's absence from school

There are two ways to add an Attendance Note:

1. Click on your child's photo from the app homepage to enter into their profile. Then select "Attendance Note".
2. Use the shortcuts button on the bottom menu and select "Submit attendance note".



Add Attendance Note Details

Once on the attendance note screen, choose a reason from the selection menu, write in any additional details or comments, and select a start and end date. When you have completed the note, press the blue banner to "Add Attendance Note". This will be reviewed by the school's admin team.

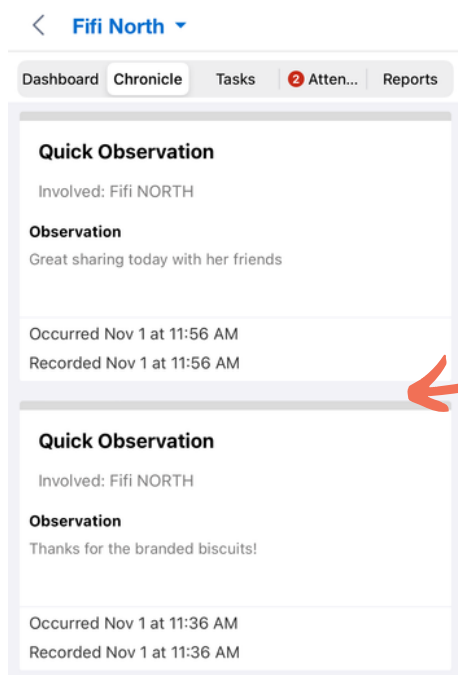
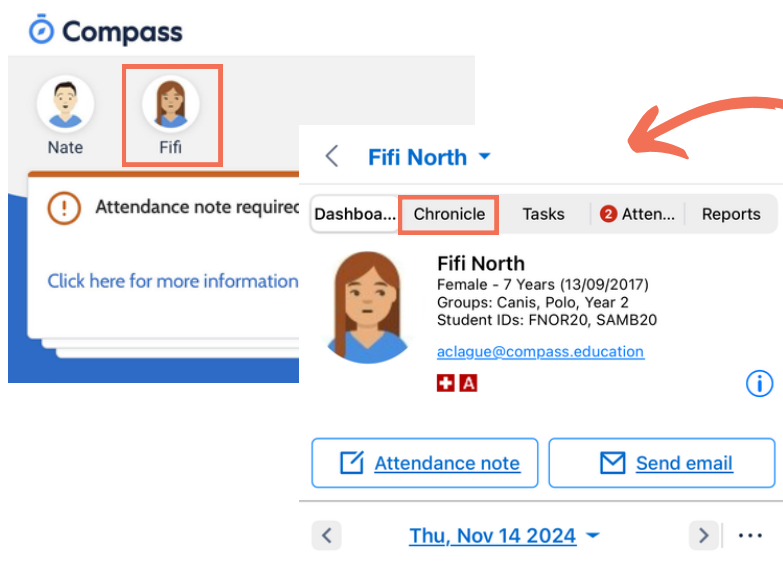
How to: View Chronicle Entries

Chronicle is the module in Compass that will communicate updates about your child/children. This could be related to academic observations, behaviour reports and/or incidents and accidents.

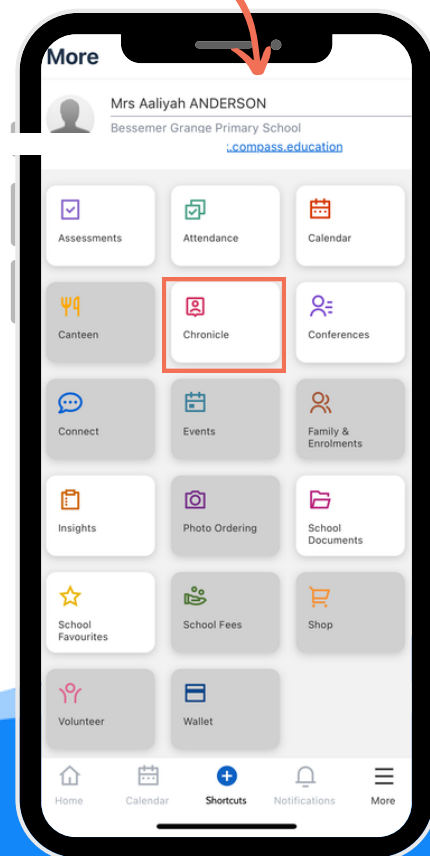
There are two ways to navigate to the Chronicle module in the Compass App.

1. Access your child's profile page from the homepage by clicking on their photo at the top of the page. Then navigate to the Chronicle tab on the top bar.

2. Select the "More" menu and find the Chronicle module.

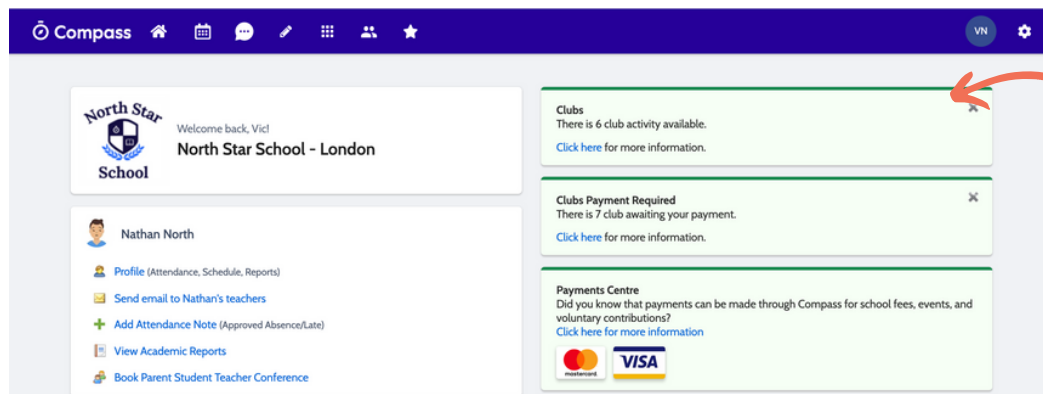


Once you've navigated to the Chronicle module, you will see a feed of Chronicle entries related to your child.



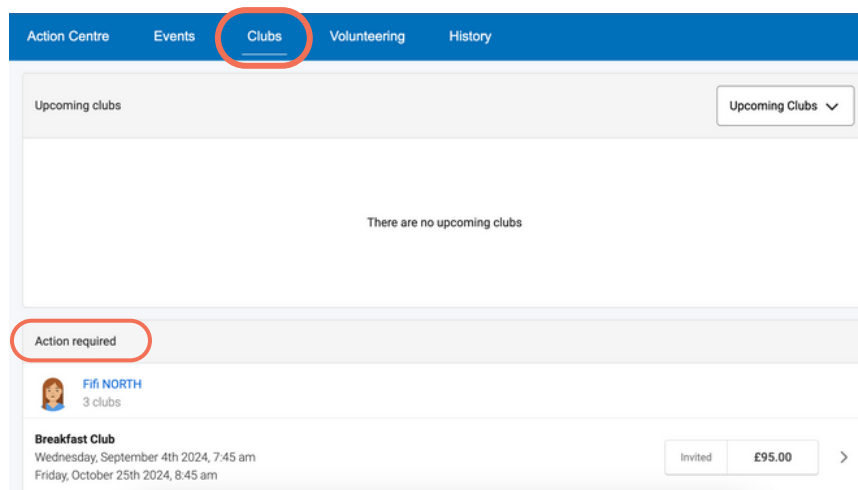
How to: Book and Pay for Clubs In the Web Browser

Please refer to page 8 if you wish to book and pay for Clubs in the Compass School Manager App.



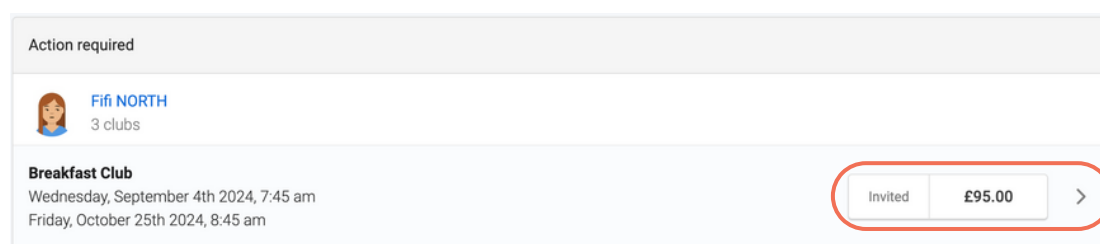
Step One

Click on the link on your Compass homepage inviting you to book and pay for Clubs



Step Two

You will be directed to your Action Centre where you can consent and pay for Events, Clubs and other charges posted to you by the school. Click the 'Clubs' tab and see details of available clubs in the 'Action required' section.



Step Three

Select the Club you would like to opt your child into.

If you have more than one child at the school you will have separate invitations.

* Please note, some processes may vary depending on your school's portal set up. If you have any questions regarding your Compass parent portal, please contact the school for assistance.

How to: Book and Pay for Clubs

In the Web Browser (continued)

Breakfast Club

Wednesday, September 4th 2024, 7:45 am - Friday, October 25th 2024, 8:45 am

X Decline Club

1

Description

Booking Information

Please select which sessions you would like to book by selecting the available sessions below.
Cancelling a session: unselect any previously booked sessions(s) that has not occurred then click "Save sessions".
Payments: if there is a cost involved, the amount payable will be the total cost of all booked sessions that have occurred.

☐	Location	Start	Finish	Cost
☒	SH1	Monday, September 9th 2024, 7:45 am	Monday, September 9th 2024, 8:45 am	£2.50
☒	SH1	Tuesday, September 10th 2024, 7:45 am	Tuesday, September 10th 2024, 8:45 am	£2.50
☐	SH1	Wednesday, September 11th 2024, 7:45 am	Wednesday, September 11th 2024, 8:45 am	£2.50

2

Consent

I give permission for Fifi North to attend this club. 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

To provide consent, please type your name in full

Victoria North

3

Confirm and pay

Payment

Total amount

£5.00

Process

When you submit your details for this page, you will be redirected to an external service to complete your payment. In processing a transaction with us, you agree to our website and payment policies available at <http://compass.edu.au/policy/>.

Step Four

The consent page will appear with details of the Club and a list of all available dates to opt into. Tick the boxes to confirm your selections.

Optional: Use the red 'x Decline Club' button if you do not wish for your child to attend this club.

Step Five

Enter your name to provide consent and click 'Process' to make the payment for the club.

Payment Mode

Club Payment

£5.00

Total amount

£5.00

☒ Pay in full now

Payment Method

Visa Credit ****3200


****3200

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. In processing a transaction with us, you agree to our website and payment policies available at www.compass.education/policy

£5.00

Pay

Step Six

Using your preferred payment method (selected from the dropdown list), process the payment using the 'Pay' button.

A pop up window will appear to confirm the processed payment for your selected Clubs. You will also receive a confirmation email for the payment.

✓

Payment successful!

£5.00 has been paid successfully.

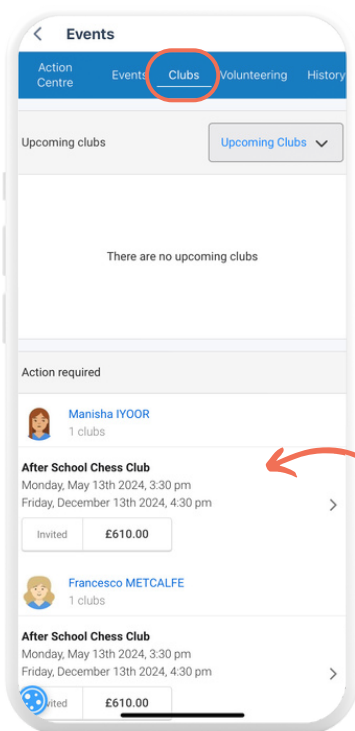
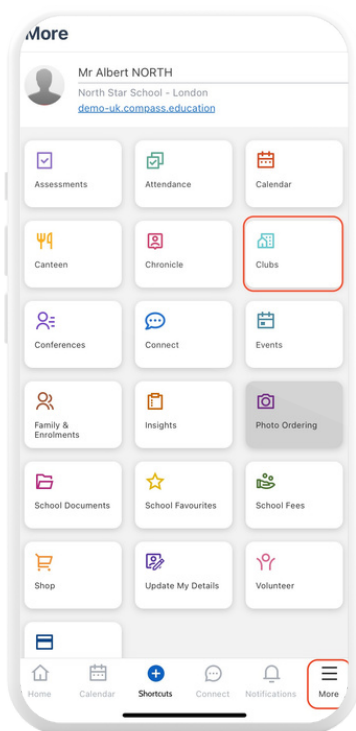
19th July 2024, 11:37 am

Go back to clubs

How to: Book and Pay for Clubs

In the Compass School Manager App

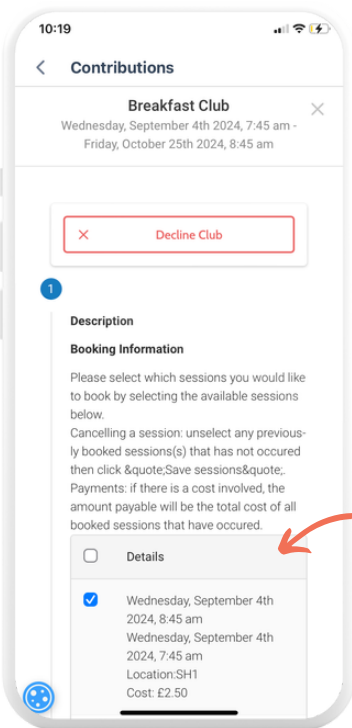
In the Compass School Manager App, you will see an alert on your dashboard when Clubs have been added as available for your children to attend. Use the 'Click here for more information' link to navigate directly to the available clubs. Alternatively, navigate to the 'More' menu and select the 'Clubs' tile (shown below).



Available clubs are listed in the 'Action required' section. You will see your child or children listed for each club they are eligible to attend.

Step One

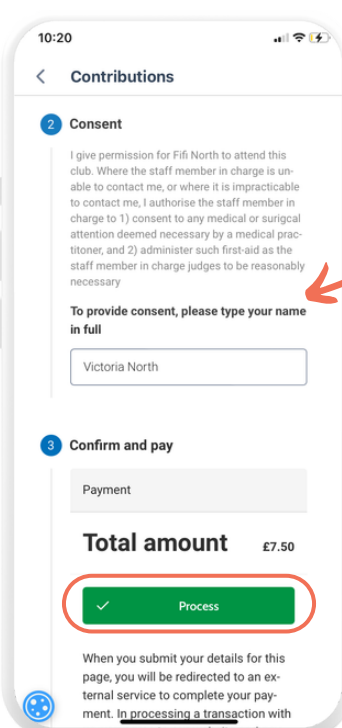
Click on a club that you would like to book and pay for.



Optional: Use the red 'Decline Club' button if you do not wish for your child to attend this club.

Step Two

Tick all sessions you would like your child to attend.

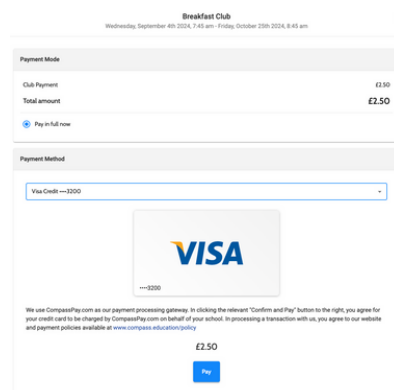


Step Three

Type your name in full to provide consent for the club

Step Four

Make payment for the club using your preferred Payment method.



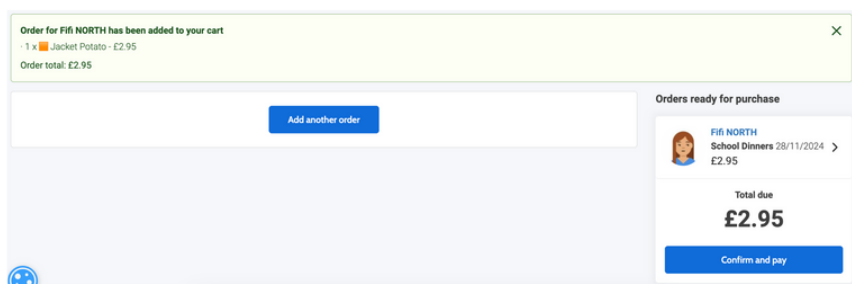
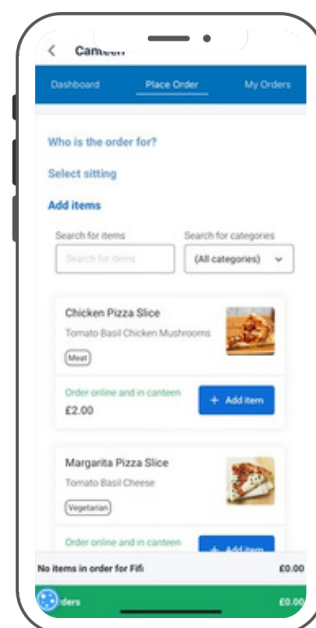
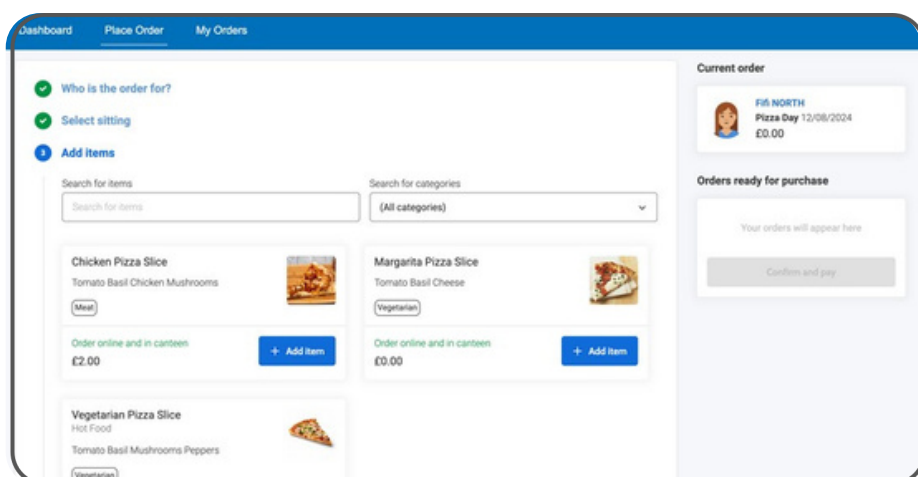
How to: Order School Meals

Order School Meals in Advance

You can order and pay for your children's lunches (in advance) on the web browser or in the Compass School Manager App. In the browser, the [Canteen](#) module is accessible via the [Community](#) menu (people icon). In the app, the Canteen module tile is accessible via the 'More Menu'.

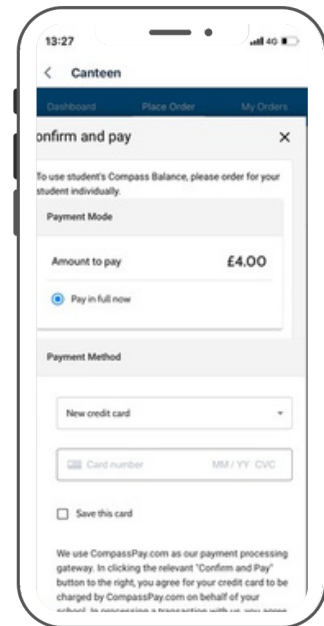
Step 1 - Place Orders

- Select who the order is for
- Select Sitting i.e. date and menu
- Add items to the cart

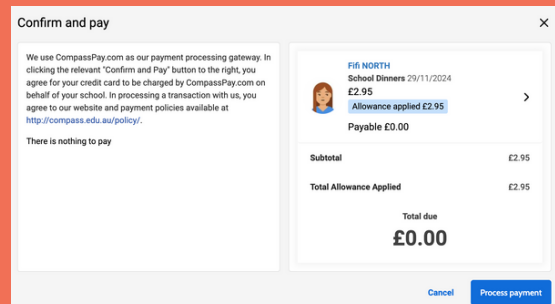


When you have added your items to the cart, they will appear in the green banner at the top of your screen. Click 'Add another order' to order for another day. It is recommended to process multiple meals at one time to reduce the cost of transaction fees.

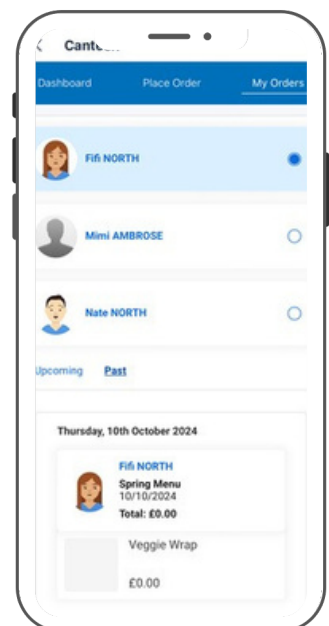
Choose to pay with a new credit card or the payment card added to your account. Finally click 'Process' as the final step.



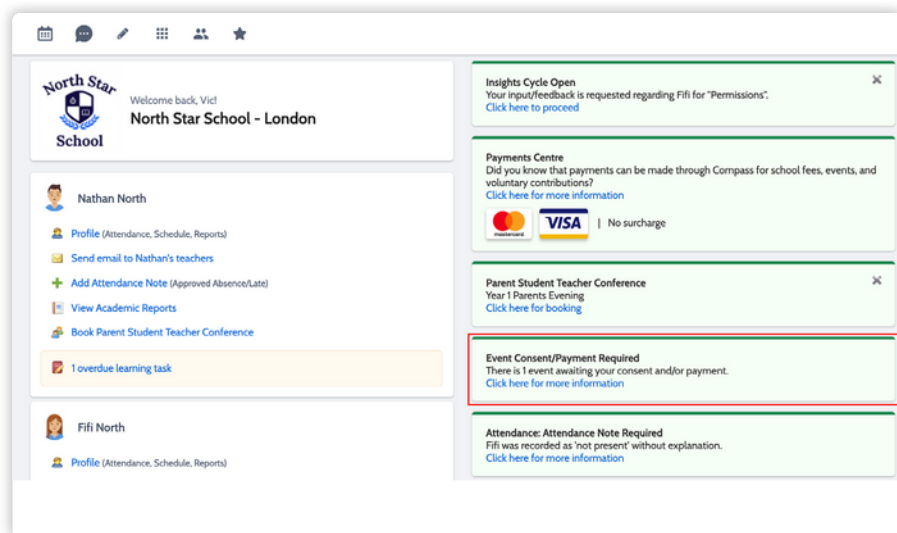
You will still need to click 'Process payment' to confirm the lunch orders.



Users are able to see their Past and Upcoming orders in the 'My Orders tab'. Parents can toggle between their children and see the status, price and details of the order.

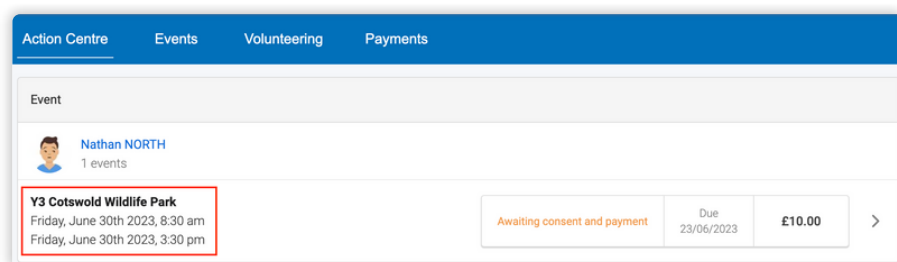


How to: Consent and Pay for a School Trip



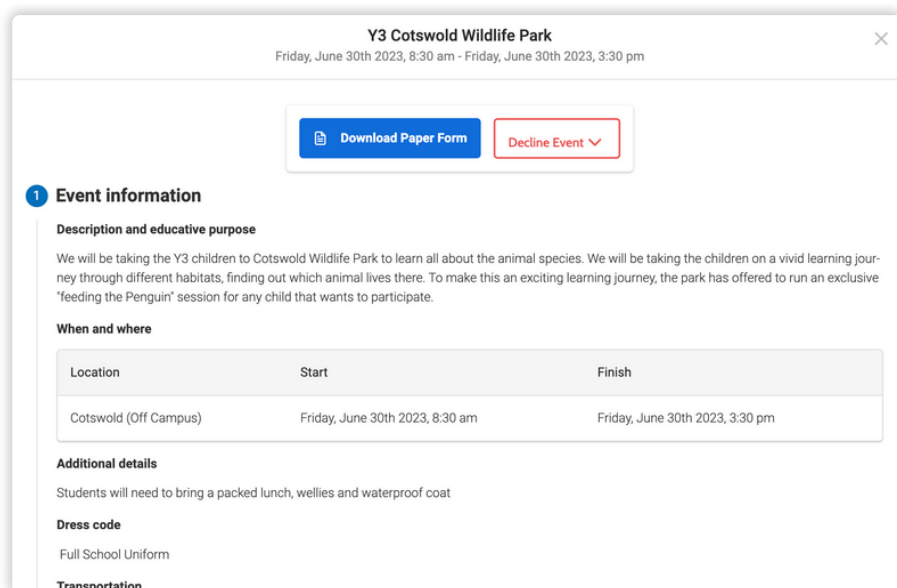
If your child has an upcoming event that requires your **consent and/or payment**, you will see an alert on your homescreen.

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 a School Trip

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

Mrs Victoria NORTH

Email: aclague@compass.education

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

Contact details on the day (if different from normal)

3 Additional questions

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, 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 a School Trip

continued

4 Consent

I give permission for Nathan North to attend this event and acknowledge the need for my child to behave in line with the school's code of conduct and adhere to the dress code. Should Nathan need to be sent home as a result of misbehaviour or inappropriate conduct, I agree to collect him or meet any transport costs.

I consent to Nathan receiving first aid or urgent medical treatment if necessary, and I agree to inform the school of any changes in Nathan's medical circumstances.

If Nathan has a condition that requires medical treatment then it is your responsibility to ensure that information on the school health register, and medicines kept in school, are up to date. These medicines will be taken on school trips and administered as per the care plan if required.

The school also keeps contact information for all parents and carers, which will be used to contact you in an emergency. It is your responsibility to ensure that the information you have given to the school is correct. If you are unsure, e-mail or speak to staff in the school office.

I agree to inform the school as soon as possible if for any reason Nathan will not be attending the event e.g. due to illness, or will arrive late. In the case of late arrival, it is at the discretion of the trip organiser as to whether Nathan will still be able to attend.

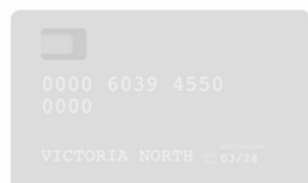
To provide consent, please type your name in full

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).

5 Confirm and pay

Payment Method

New credit card



0000 6039 4550 0000

Victoria North

03 / 28

555

☐ Save this card

Payment

Total amount

£10.00

☒ Pay in full now

Process

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. In processing a transaction with us, you agree to our website and payment policies available at <http://compass.edu.au/policy/>.

Action Centre Events Volunteering Payments

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

>



Sophie BELL

1 events

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

>

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 on the event.