

Parent Guide

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-•

Parent Portal via your preferred Web Browser

How to: Access Compass



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.

If you need assistance locating the Compass site link for our school, go to:

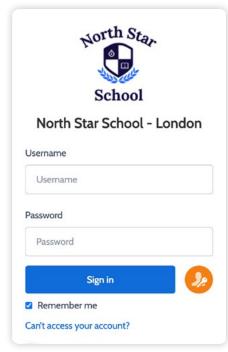
schools.compass.education

You will then be able to search for our school and access the link.

Recommended browsers



How to: Log in



To log in, you will require your unique username and password. These details will be provided to you by the school, however if you are yet to receive them, please contact the school office. You will initially be provided with a temporary password that you will be prompted to update to one of your choosing when you log in for the first time.

Once you have your username and password, go to your Compass portal, enter the details and click 'Sign in'.

If it is the **first time** you are logging in, you will be required to confirm your email address and mobile number. These details may be used by the school for SMS/email communications and password recovery.

O Compo	ass 🎓 🏼	27 AD
	Please confirm yo details will be use events, student al	
	Mobile	1051 × 07400 123456
	Email	parent@compass.education
		Update My Details
		These details are correct - Proceed to Parent Portal
-	personal email address for school related comm	per reguests your personal contact details on behalf of your registered educational institution. Details such as your and/or mobile phone number will be used solely by Compass School Manager and your registered educational institution munications and notifications. It is not computery to provide these details. You are able to add/update and/or remove an JMC International But Is (Incredited) and Inflance Companying have not encounted in the detail of an untertail.

Once you have confirmed your details, you will be **required to change your temporary password** to one of your choosing. When you have entered your new password, click **'Save'**.

(!)

If you attempt to log in using the incorrect details ten times in a row, you will be locked out of your account for thirty minutes. If you have forgotten, or aren't sure of your details, please contact the school office.

Update your pass	word
Next, we will need you to set a new p Choose a strong password that you do't use fr	
New password *	
New password	ø
Confirm new password *	
Confirm new password	8
Confirm new password Your new password must:	8
Your new password must:	8
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Your new password must: • Not contain your username • Not be a password recently used by this a	کې دcount
Your new password must: • Not contain your username • Not be a password recently used by this a • Be at eight (8) characters in length	کې ccount
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Your new password must: • Not contain your username • Not be a password recently used by this a • Be at eight 60 characters in length • Contain at least one (1) lowercase letter • Contain at least one (1) lowercase letter • Contain at least one (1) number	
Your new password must: • Not contain your usemanne • Not be a password recently used by this a • Be at eight (8) characters in length • Contain at least one (1) ourpercase letter • Contain at least one (1) ourpercase letter	

The Home Page

When you log in, you will be taken to the Home Page, which is made up of the following components:

■ ● / ■ ×	School	3 Insights Cycle Open X Your input/feedback is requested regarding Fifi for "Permissions". Click here to proceed	
(2 States Nathan North Profile (Attendance, Schedule, Reports) Sond email to Nathan's teachers	Payments Centre Did you know that payments can be made through Compass for school fees, events, and voluntary contributions? Click here for more information Image: State of the state o	
	Add Attendance Note (Approved Absence/Late) View Academic Reports Book Parent Student Teacher Conference	Parent Student Teacher Conference X Year I Parents Evening Click here for booking	
	7 overdue learning task	Event Consent/Payment Required There is 1 event availing your consent and/or payment. Click here for more information	
	Fifi North Fifi North Fifi North Fifi North Fifi Schedule, Reports) Fifi Schedule, Reports Fifi Schedule, Reports	Attendance: Attendance Note Required Fift was recorded as not present without explanation. Click here for more information	
	Add Attendance Note (Approved Absence/Late) View Academic Reports	4 My News	
	Book Parent Student Teacher Conference 2 overdue learning tasks	Dipa Chohan Aug 20th	
	2 Overoue rearrang cases	Welcome Back to School	
		Welcome backl We hope that you all have had a great summer. We're looking forward to another year of learning with you all. Remember to Be Kind, Be Brillant! Miss Chohan	
		VILLOOD	

1 Menu options

Across the top of the screen, you will see a series of menu icons, each with drop-down options. These are further explained in the following section.

2 Child Information

You will see each child you have at the school listed here. The clickable items will take you to other areas of the portal e.g. clicking **'View Academic Reports'** will take you to you child's available Report.

3 Alerts

On the top right, you will find a list of clickable notifications that will prompt you to action something.

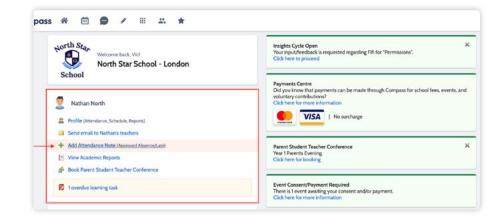
4 News Feed

Posts in the Newsfeed allow the school to communicate key information to you. Posts remain accessible for as long as the school has determined, with the most recent posts displayed first. Posts that are set as Priority, however, will always show at the top.

Menu Icons	
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The Home icon can be clicked at any time to take you back to the Home Page in Compass.	
The Calendar icon will take you to view the available Calendars i.e. school events, your child's schedule etc.	
The Chat icon is the Compass Connect messaging tool allowing staff to communicate with you directly	
The Pencil icon opens the Teaching and Learning menu from which you can view all the Assessments assigned to your child/children.	
The Grid icon will open the Organisation menu . Here you can access the Events page.	
The People icon is the Community menu . Here you can book Parents' Evening times (when scheduled). You can also access any School Resources made available from this menu.	
The Star icon opens the Favourites menu. This contains links to useful websites the school recommends.	
The Cog icon gives you access to the Tools Menu . Here you can opt to change your password, view your payment history and update your details.	
Tools	
My Account My Files	
My Payments	
Saved Cards CompassIdentity Card	
Family & Enrolments	
Change My Password Update My Details	
Login and Security	
Logout	

How to: Add an Attendance Note for an upcoming Absence





If your child is going to be absent from school, you can add in an Attendance note to advise the school.

To do so, click 'Add Attendance Note (Approved Absence/Late)'.

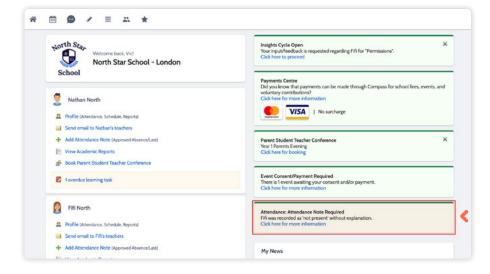
Note Details								Potentially Affected Se	ssions		
Person:	Nathan NORTH							Activity Start + Finish			
Reason:	Enter a reason						~	KS2Y3_SACAGAWEA (Y	04/05/2023 08:45 AM	04/05/2023 09:00 A	ч
Details/Comment:	Illness Student out at only	Illness Student not at school due to illness (excluding medical or dental appointments)						KS2Y3_SACAGAWEA (Y	04/05/2023 09:00 AM	04/05/2023 12:00 Pt	4
	Medical or dental	or due to inness	(exclud	ang medical or o	entai apj	pontments)		KS2Y3_SACAGAWEA (Y	04/05/2023 01:00 PM	04/05/2023 01:15 Pt	4
	Student not at scho	ol due to medic	al or der	ntal appointment	t			KS2Y3_SACAGAWEA (Y	04/05/2023 01:15 PM	04/05/2023 03:15 Pt	1
Important Notic This note will need to selected will be accep parent/guardian for th	be reviewed by a staf	ol due to religio member at you you understand nation above is	certify a correct;	and accept that y and this online a	e the reas ou are a pproval d	listed loes NOT					
constitute a medical o administrative, crimin	certificate; and any fra							+ Add Attachments			
constitute a medical o administrative, crimin	certificate; and any fra							+ Add Attachments Filename			
constitute a medical o administrative, crimin product issuer). Start:	certificate; and any fra		our regit		iliated en			Filename This attendance note has			
constitute a medical o administrative, crimin product issuer).	certificate; and any fra al and/or civil action a	gainst you (by y	our regis	stered school, aff	illated en			Filename			

A Note screen will open.

Select the appropriate reason from the drop down list; add in any additional information if applicable in the Details/Comment box.

Select the start and finish date/time of the absence and click 'Save'.

How to: Add an Attendance Note for an Unexplained Absence



If your child has been marked Not Present without an explanation, you will be required to add an 'Attendance Note'.

You will see an alert on your homescreen.

Click the alert and it will take you to your child's **'Unexplained'** attendance tab where you will see any sessions listed for which they were marked as Not Present or Late.

u	Ident: Fi	fi North	- Earhart, Ye	ear	1				Active
hast	hboard Sched	ule Assess	ments Attendance	Reports	Insights Communications	•			
Sum	mary Notes	Unexplained	Arrival/Departure Ful	Record					
NO	t Present/Late:	Inexplained							
2	Explain with Atte	ndance Note						📑 Print	Unexplained Letter
_	Activity Name		Start		Finish	Period	Location	Staff	Status
			01/09/2022		31/08/2023				
2	KS1Y1_EARHART		12/05/2023 01:00 PM		12/05/2023 01:15 PM	PMR	ICT3	ACLAGUE	Not Present
	KS1Y1_EARHART		13/03/2023 01:15 PM		13/03/2023 03:15 PM	PM	ICT3	ACLAGUE	Not Present
	KS1Y1_EARHART		13/03/2023 01:00 PM		13/03/2023 01:15 PM	PMR	ICT3	ACLAGUE	Not Present
			27/01/2023 01:15 PM		27/01/2023 03:15 PM	PM	ICT3	ACLAGUE	Not Present
	KS1Y1_EARHART		£7/04/2023 01.13 PM						
	KS1Y1_EARHART KS1Y1_EARHART		22/11/2022 01:00 PM		22/11/2022 01:15 PM	PMR	ICT3	ACLAGUE	Not Present

Select the session (or sessions) that you are adding a note for and then click 'Explain with Attendance Note'.

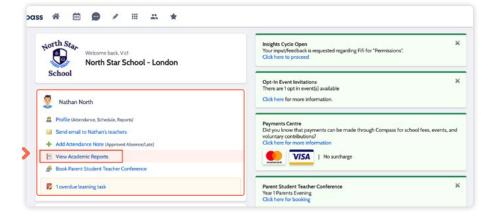
This will cause the Attendance Note screen to pop open.

-	Activity Na	ame	Start		Finish	Period	Location	Staff	Status	
-			01/09/2022	3	31/08/2023	3				*
	KS1Y1_EA	ARHART	12/05/2023 01:00 PM		12/05/2023 01:15 PM	PMR	ICT3	ACLAGUE	Not Present	
	KS1Y1_EA	ARHART	13/03/2023 01:15 PM		13/03/2023 03:15 PM	PM	ICT3	ACLAGUE	Not Present	
	KS1Y1_EA	VRHART	13/03/2023 01:00 PM		13/03/2023 01:15 PM	PMR	ICT3	ACLAGUE	Not Present	
	KS1Y1_EA	ARHART	27/01/2023 01:15 PM		27/01/2023 03:15 PM	PM	ICT3	ACLAGUE	Not Present	
	KS1Y1_EA	ARHART	22/11/2022 01:00 PM		22/11/2022 01:15 PM	PMR	ICT3	ACLAGUE	Not Present	
	KS1Y1_EA	ARHART	15/11/2022 01:15 PM		15/11/2022 03:15 PM	PM	ICT3	ACLAGUE	Not Present	
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ote De rson: ason: talls/Co nporta is note v	etails mment: ant Notic will need to nt/guardia	Fifi NORTH Enter a reason Ce o be reviewed by a state in for this child; and th	ff member at your registered scho e information above is correct; an a ind/or civil action against you	d this or	nline approval does NOT constitut	e a medical o	pertificate; and any frau			are
ote De rson: ason: talis/Cor nporta is note v ed parei rture ma	etails mment: ant Notic will need to nt/guardia	Fifi NORTH Enter a reason CC D be reviewed by a stat a for this child; and th administrative, crimin	e information above is correct; an	d this or	nline approval does NOT constitut	e a medical o	pertificate; and any frau			

Select the applicable reason for the absence and add in the relevant details/comment.

Click **'Save'**. This will assign the attendance note to the sessions you selected and they will update to no longer show as unexplained absences.

How to: View your child's Report



To view your **child's report**, click the option under their details on your dashboard.

shboard S	chedule	Assessments	Attendance	Reports	Insights	Communications	
eports							
eporting Cycle						School	
023 - Report to	Proventer 2. 4	- 2022				North Star School - London	
VED - REPORT TO	Parents Jul	y 2023				NORTH SKIP SCHOOL - LONGON	
vez - neport to	Parents Jul	¥ 2023				north self school - Lonson	

This will take you to the **'Reports'** tab of your child's profile. Here you will see any available reports listed.

Click the **blue title** of the specific report you want to access and it will download as a pdf file to your device for viewing.

How to: Change your Password

		Tools
	Opt-In Event invitations X There are 1 opt in event(s) available	My Account
ge	Clickhere for more information.	My Files My Payments Wallet
	Course Confirmation/School Payments Course confirmation and / or school payments available for completion. Click here to proceed	Compassidentity Card Family & Enrolments
	Payments Centre	Change My Password Update My Details
/Late)	Payments Lettine Did you know that payments can be made through Compass for school fees, events, and voluntary contributions? Clack here for more information	Logout
	VISA No surcharge	

If you need to change your password, go to the cog icon and select **'Change my Password'**.

Ō Compas	is
Update your pa Change my passwor Choose a strong password that you do't	rd.
Old password *	
Old password	Ø
New password *	
New password	Ø
Confirm new password *	
Confirm new password	Ø
Your new password must:	
Not contain your username Not be a password recently used by 1 Be at eight (8) characters in length Contain at least one (1) uppercase let Contain at least one (1) lowercase let	tter
Contain at least one (1) number New password and confirmation mu:	st match

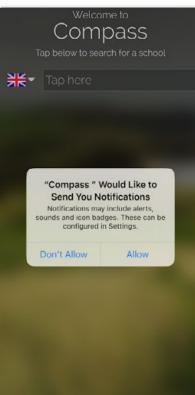
Enter in the required information ensuring your new password meets the set guidelines.

Click 'Save' to update.

The Compass School Manager App

Using 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.



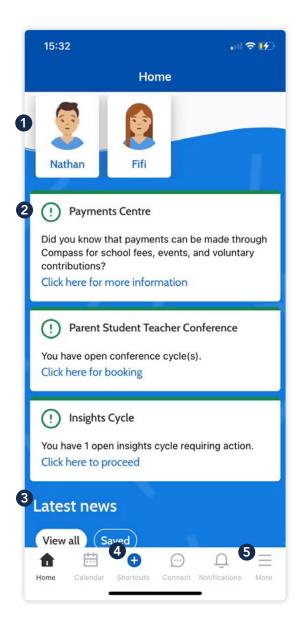
Once installed you will be prompted to select our school from the list at which point you will be required to enter your login details. These will be the same details you use to log in to your Compass Parent Portal.

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

Men	u Icons	in the	Арр				
Home	Calendar	Shortcuts	Connect	Q Notifications	More		- (
	House icon can l ne screen in Con		ny time to tak	ke you back to the	e		
	Calendar icon w school events, yo			able Schedules			
	'Plus' icon will gi nt, and adding ar			s', such as paying	for an		
	'speech bubble' r children's teach		Connect whe	ere you can reach	n out to		
	bell icon opens y fications received		ons. This con	tains a list of all			
•••••							

The App Home Page



On your Home Page you can see:

1 Profiles

Each of your children who attend the school will appear at the top of the screen. Click their image to go to their profiles.

Within the profile you can access information pertaining to your child such as their schedule, homework tasks, attendance approvals and reports.

2 Alerts

Notifications of items that require your action.

3 News Feed

Scroll through News items to keep up-to-date with posts from school.

4 Shortcuts

Quickly access communications, payments and add Attendance Notes for your child/children.

5 More

Gives you access to additional actions - see next page.



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