



MACLEOD COLLEGE

PARENT/CARER

COMPASS HANDBOOK



Last updated 19/10/2021

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Compass Education

Compass Education is a management system that Macleod College utilises to form a crucial educational partnership between home and the College. Through a personal secure online parent/carer Compass account, you receive important communication and are kept informed about your child's learning. By logging on to any device that is connected to the internet, parents/carers are able to:


- Access information regarding upcoming events
- View your child's timetable
- View and update school attendance
- Email your child/children's teacher(s)
- View comments from teachers about your child's behaviour and achievements
- View and print your child/children's school reports
- Book parent student teacher conferences
- Pay/consent for school excursions/sport/camps etc
- Pay School Charges
- Set up Payment Plans

The key to successful use of the Compass Parent Portal is to log on regularly and use this information to have regular discussions with your child.

Accessing Compass for the first time

New families will receive an email direct from Compass with their login details. This email will have your Compass username and password for logging onto the Compass Parent Portal. If you have not received your login details, please contact the College on 9459 0222.

The login page to your Compass Parent Portal can be found on the College website via the Quick Links at the bottom of the page.

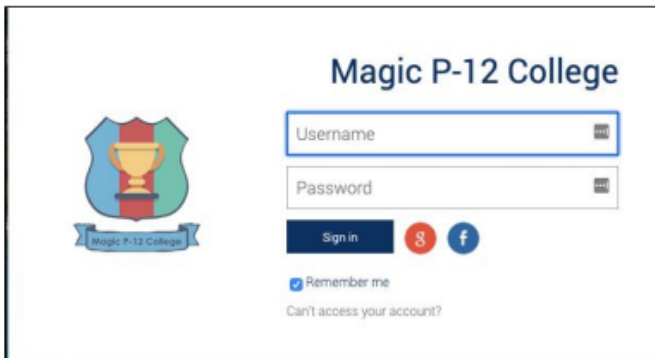


Macleod College is committed to child safety. We have a zero tolerance of child abuse. All staff, volunteers, council members and parent association of Macleod College observe child safe principles and expectations for appropriate behaviour towards and in the company of children as outlined in the school's Child Safe Code of Conduct. The school actively works to protect children, empower them, and provide a safe and inclusive learning environment. The school also takes appropriate action when responding to allegations or concerns.

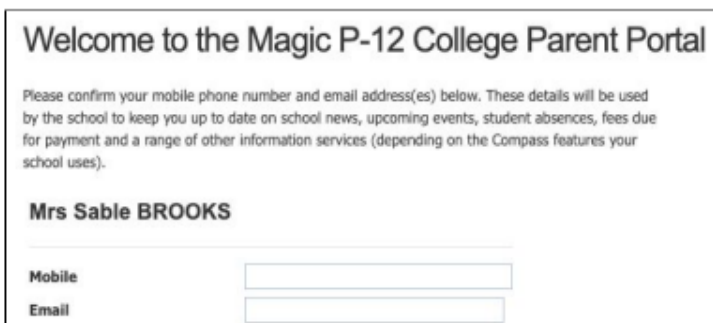
QUICK LINKS	CONTACT
Compass	Carwarp Street
College Newsletter	Macleod VICTORIA 3085 AUS
Department of Education	Phone
Google Drive	+61 3 9459 0222
Forms & Downloads	Email
Child Safe Documents	macleod_co@education.vic.gov.au

First Login

Enter the login details provided 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 also, password recovery.



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 also, password recovery




Also when logging in for the first time, 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'.

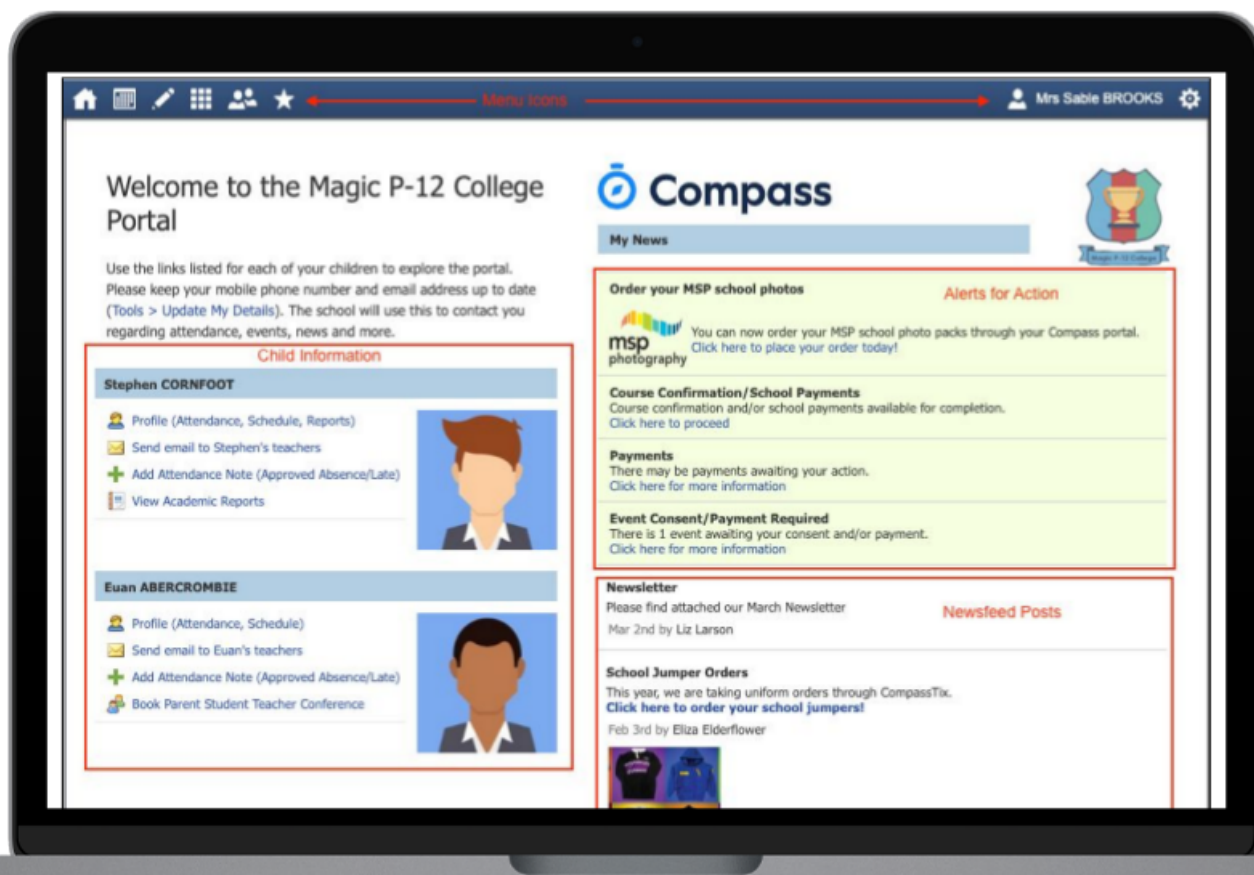






IMPORTANT

Ensure you protect your password so that it cannot be used by your child to approve absences, events etc. If you feel that your son/daughter knows your password you have the ability to change this at any time, using the 'My Accounts' button.

Home Page

 <p>Home Will return you to the 'Home Page' from anywhere in Compass</p>	 <p>Calendar This will allow you to view your child's Calendar of events and classes.</p>	 <p>Teaching and Learning View your child's Learning Tasks' along with 'School Resources' eg. newsletters & other useful documents.</p>	 <p>Organisation Consent/Pay for Events, School Charges etc.</p>	 <p>Community Book Parent Student Teacher Conferences and view School Documentation.</p>
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 <p>Profile Student Profile View your child's timetable, chronicle, attendance & reports.</p>	 <p>Send email Email Email teachers/staff at Macleod College.</p>	 <p>Add Attendance Note Attendance Note Add Parent Approvals for absences past/future.</p>	 <p>View Academic Reports Reports View/Print all reports for your child during their time at Macleod College.</p>
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Student Profile

You will be able to view your child's Dashboard, Schedule, Learning Tasks, Attendance, Reports, Analytics, Insights and Chronicle.

Dashboard View your student's timetable, chronicle, email staff, add attendance approvals.	Schedule View your student's timetable.	Learning Tasks View your students learning tasks.	Attendance Approve past/future absences.	Reports View your child's school reports.
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The screenshot shows the 'Student Profile' interface. At the top, there is a navigation bar with icons for home, calendar, edit, grid, users, and star. On the right, there is a user profile icon and a settings gear. Below the navigation bar, the page title is 'Student:' followed by a green 'Active' status badge. A secondary navigation bar contains tabs for Dashboard, Schedule, Learning Tasks, Attendance, Reports, Analytics, Assets, and Insights. The main content area is divided into two columns. The left column shows 'Student: [redacted]' with a 'Student photo' placeholder and 'Details' including 'Groups: GOLD, P6, Year 6', 'Student IDs', and 'Email: [redacted]'. Below this is a 'Wednesday, 24 October 2018' header and an 'Assessment Task: English: Reading Comprehension - Inference' bar. The schedule below shows time slots from 8am to 3pm with various lesson blocks. The right column is titled 'Student Chronicle' and includes a 'Date Filter: This Year' dropdown and a message: 'Displaying entries made between 1/1/2018 and 31/12/2018 for: All Categories'. Below this, it states 'No Chronicle Entries to display'.

Analytics Naplan, AusVELS, On Demand data	Insights When an insights cycle is available to be completed an alert will appear on the enrolled users Compass home page.	Student Chronicle Chronicle See statements entered by staff eg. Achievement, behaviour, sickbay & wellbeing.
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Student Schedule

This displays your child's week/ month schedule.

This includes classes, extra-curricular activities and events.

Student: Active

Dashboard **Schedule** Personal Learning Tasks Attendance Reports Analytics Assets Insights

Today Jump to: 11/11/2018 Go Week Month

	Nov 11, 2018	Mon 12	Tue 13	Wed 14	Thu 15	Fri 16	Sat 17
8am							
9am		8:54: FA - 0/1HOM1 - EY2 - 9:00: 1 - 0/1GEN1 - EY2 - KAN	8:54: FA - 0/1HOM1 - EY2 - 9:00: 1 - 0/1GEN1 - EY2 - KAN	8:54: FA - 0/1HOM1 - EY2 - 9:00: 1 - 0/1GEN1 - EY2 - KAN	8:54: FA - 0/1HOM1 - EY2 - 9:00: 1 - 3/4GEN1 - EY5 - CON CRT01	9:00: Grade 3/4 Macleod Fruit Shop Excursion - PET	
10am		10:00: 2 - 0/1GEN1 - EY2 - KAN	10:00: 2 - 0/1MUS1 - D19 - ZII	10:00: 2 - 0/1ART1 - D2 - TRA	10:00: 2 - 0/1GEN1 - EY2 - KAN		
11am		11:25: 3 - 0/1PED1 - ST2 - SPI	11:25: 3 - 0/1GEN1 - EY2 - KAN	11:25: 3 - 0/1GEN1 - EY2 - KAN	11:25: 3 - 0/1GEN1 - EY2 - KAN	11:25: 3 - 0/1GEN1 - EY2 - KAN	
12pm		12:25: 4 - 0/1GEN1 - EY2 - KAN	12:25: 4 - 0/1GEN1 - EY2 - KAN	12:25: 4 - 0/1GEN1 - EY2 - KAN	12:25: 4 - 0/1GEN1 - EY2 - KAN	12:25: 4 - 0/1GEN1 - EY2 - KAN	
1pm							
2pm		2:10: 5 - 0/1GEN1 - EY2 - KAN	2:10: 5 - 0/1GEN1 - EY2 - KAN	2:10: 5 - 0/1GEN1 - EY2 - KAN	2:10: 5 - 0/1GEN1 - EY2 - KAN	2:10: 5 - 0/1GEN1 - EY2 - KAN	
3pm							

Staff /room changes will always be **Red** in Colour.

9:00: 1 - 3/4GEN1 - EY5 - ~~CON~~ CRT01

Normal Class – No Changes; will be **Blue** in colour

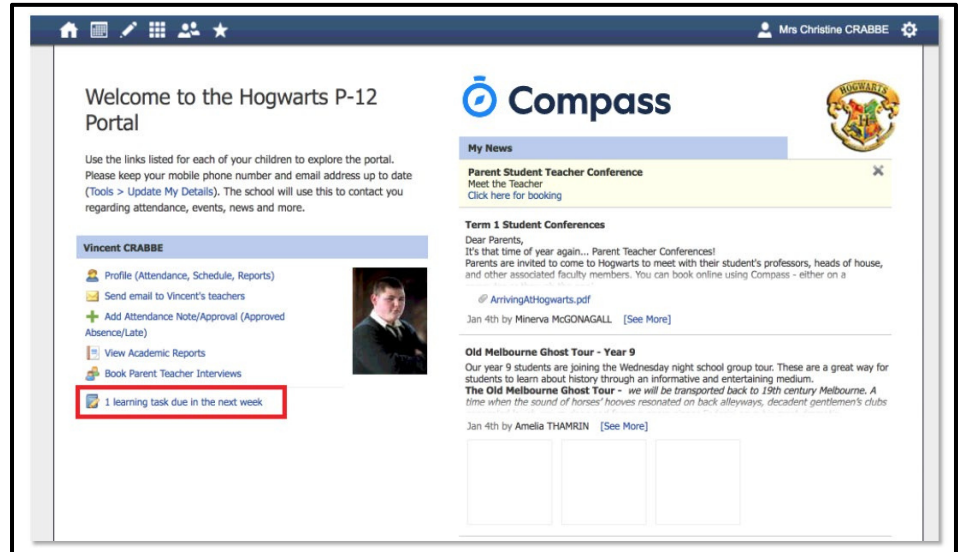
9:00: 1 - 3/4GEN1 - EY5 - PET

Events These will always be **Green** in colour

9:00: Grade 3/4 Macleod Fruit Shop Excursion - PET

Learning Tasks

You will see a notification under your child's name they have any upcoming or overdue learning tasks. You can see this alert highlighted in the image to the right.



Clicking the alert will take you to the Learning Tasks tab of your child's profile. From here you can see all the Learning Tasks that have been set for your child.

You can see all past tasks by hovering over the Teaching and Learning menu (pencil icon) and selecting 'Learning Tasks' from the drop-down menu.

Code	Learning Task	Status	Result	Actions
7MUSH	General Term 3 Task 5 Online Instruments of the Orchestra Assig Week 9 and 10 Class Task Report: No	Due date: 14/10/20 09:00 AM Submitted: Pending	-	
7HEAH	General Dimensions of Health Activity Class Task Report: No	Due date: 12/10/20 04:00 PM Submitted: On Time	-	
7ENGH	Assessment Assessment Task Sem2 #4: Issues Task Class Task Report: Yes	Due date: 09/10/20 04:00 PM Submitted: Overdue	-	
7MATH	Assessment PROJECT: Housing Estate Class Task Report: No	Due date: 09/10/20 04:00 PM Submitted: On Time	-	
7FREH	General Animal Picture Dictionary Week 10 Class Task Report: No	Due date: 18/09/20 04:00 PM Submitted: Received Late	-	
7SCIH	Assessment Practical: Mapping magnetic fields Class Task Report: No	Due date: 18/09/20 04:00 PM Submitted: On Time	44	

Student Attendance - Summary

This displays your child's attendance history.

You also have the ability to approve unapproved absences or enter future known absences.

Summary

Summary

This displays the student's 'Daily Activities & Attendance' along with a full summary in table form (bottom of page) showing attendance data percentages.

Notes

Notes

Enter Parent Approvals as per page 8.

Arrival/Departure

Arrival/Departure

This displays a record of all Arrivals/ Departures involving your child. Students MUST sign in and out at the General Office.

Dashboard | Schedule | Personal | Learning Tasks | **Attendance** | Reports | Analytics | Assets | Insights

Summary | Notes | Unexplained | Arrival/Departure | Enrolments | Full Record

Daily Activities & Attendance

Currently Viewing: < 13/11/2020 > Switch to Grid view

8:00 am	9:00 am	10:00 am	11:00 am	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm
	Mathematics 8MAT2	Humanities 8HUM1	Physical Educa... 8PED1	Science 8SCI1		Languages: Ge... 8GER1		
	Period 1 Present (100)	Period 2 Not Marked (0)	Period 3 Not Marked (0)	Period 4 Not Marked (0)		Period 5 Not Marked (0)		

Annual Half-Day Summary

School Year: 2020

August		September				October				November				December								
W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	

Term Summary (Days Not Present)

Term 1	1 Days
Term 2	1 Days
Term 3	0.5 Days
Term 4	1 Days

Attendance Summary

Start: 01/01/2020 End: 13/11/2020 Students: All Class %: All Ac't'd %: All VCE %: All Schl %: All Export Filter

Subject	Class	Form	Run	In Class				Out of Class				Percentages			
				Prsnt	Late Appr	Late Un'd	Total	NP Schl	NP Parnt	NP Un'd	Total	Class %	Ac't'd %	VCE %	Schl %
Arts: Art	8ART1	8A	27	25	0	0	25	0	2	0	2	93	100	93	93
Arts: Drama	8DRA1	8A	15	15	0	0	15	0	0	0	0	100	100	100	100
English	8ENG1	8A	66	66	0	0	66	0	0	0	0	100	100	100	100
English	8ENG2	8A	30	29	0	0	29	0	1	0	1	97	100	97	97
Health	8HEA1	8A	37	37	0	0	37	0	0	0	0	100	100	100	100
Home Group	8HOM1	8A	62	60	0	0	60	0	2	0	2	97	100	97	97

- Attendance Summary

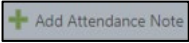
Includes a summary of attendance in each class. For full details about a specific absence, click the appropriate number in the grid. For an explanation of a heading item, hover your mouse over the heading of interest. When students are marked 'Not Present' in class this can sit in one of three different categories. These include:

-NP Schl - Not present in class and approved by school related activity.
-NP Parnt - Not present in class and approved by a parent approval.
-NP Unap - Not present in class with no approval entered.

Notes/Approvals - Parent approved absences

If your child will not be at school for part of or a whole day, you are able to approve the absence without having to phone the College. This can be done the morning of the absence or, if it is a planned event, it can be entered any time prior. Parents/Carers aren't able to delete these entries once saved, if a mistake is made please phone the College on 9459 0222 and one of our General Office staff will assist you.

An attendance SMS is sent out daily at 10.30am for Unapproved Absences



Step 1

Click Add Attendance Note

Reason: **Details/Comment:**

Step 2


Select the reason your child will not be at school from the options in the dropdown menu. Then add any detail or comments on why they will not be attending.

Start: **Finish:**

Step 3

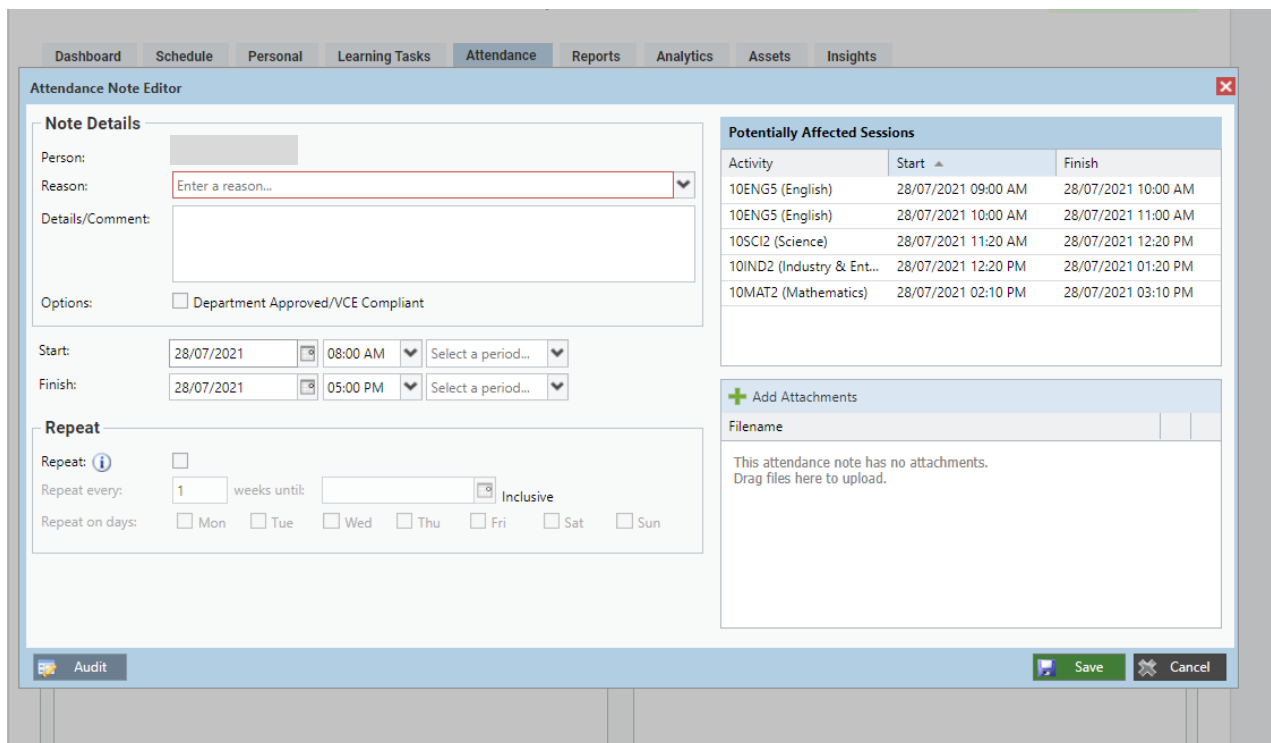
Select the start and finish date and the time of when your child will not be at school.

- If they will be away for the entire day, leave the default time (8am-5pm)



Step 4

Click SAVE



The screenshot shows the 'Attendance Note Editor' window with the following sections:

- Note Details:** Includes fields for Person, Reason (dropdown), Details/Comment (text area), and Options (checkbox for Department Approved/VCE Compliant).
- Start/Finish:** Date and time pickers with dropdowns for period selection.
- Repeat:** Section with a 'Repeat' checkbox, 'Repeat every' (1 weeks), 'Repeat on days' (checkboxes for Mon-Sun), and an 'Inclusive' checkbox.
- Potentially Affected Sessions:** A table listing sessions affected by the absence.
- Add Attachments:** A section for uploading files, currently showing 'This attendance note has no attachments. Drag files here to upload.'

Activity	Start	Finish
10ENG5 (English)	28/07/2021 09:00 AM	28/07/2021 10:00 AM
10ENG5 (English)	28/07/2021 10:00 AM	28/07/2021 11:00 AM
10SCI2 (Science)	28/07/2021 11:20 AM	28/07/2021 12:20 PM
10IND2 (Industry & Ent...)	28/07/2021 12:20 PM	28/07/2021 01:20 PM
10MAT2 (Mathematics)	28/07/2021 02:10 PM	28/07/2021 03:10 PM

Unexplained Absences - Require Parent Approval

If your child has any unexplained absences, they will be visible in this section.

The screenshot shows a navigation menu with tabs: Dashboard, Schedule, Learning Tasks, Attendance, Reports, Analytics, Assets, and Insights. Under the 'Attendance' tab, there are sub-tabs: Summary, Notes/Approvals, Unexplained, Arrival/Departure, and Full Record. The 'Unexplained' sub-tab is active. Below the sub-tabs, there is a section titled 'Not Present/Late: Unexplained'. It includes a user icon and the text 'Explain with Attendance Note' and a 'Print Unexplained Letter' button. Below this is a table with columns: Activity Name, Start, Finish, Period, Location, Staff, and Status. The table contains two rows of data for '10MAT2'.

Activity Name	Start	Finish	Period	Location	Staff	Status
<input type="checkbox"/> 10MAT2	01/01/2018	31/12/2018				
<input type="checkbox"/> 10MAT2	02/11/2018 02:10 PM	02/11/2018 03:09 PM	5	D17	HIK	Not Present
<input type="checkbox"/> 10MAT2	01/11/2018 02:10 PM	01/11/2018 03:09 PM	5	D17	HIK	Not Present

10MAT2

Step 1

Tick the checkbox that appears next to the class you are giving parent approval for.

Explain with Attendance Note

Step 2

Click Explain with Attendance Note.

Step 3

As per parent approval on page 8.

Print Unexplained Letter

From this page you can also print an Unexplained Absence Letter, fill it in and return it to the General Office

You will receive a notification if your child was marked as 'not present' in class or 'late' to school, under the 'My News' section on your Home Page.

Attendance: Attendance Note/Approval Required
Ron was recorded as 'not present' or 'late' without explanation.
[Click here for more information](#)

If you feel your child's attendance was marked incorrectly please contact Attendance Officer, Emma Wagner on 9457 0207.

Student Reports

Profile (Attendance, Schedule, Reports)
 Send email to [redacted] teachers
 Add Attendance Note (Approved Absence/Late)
 View Academic Reports
 2 overdue learning tasks
 4 learning tasks due in the next week

View Academic Reports

A list of Academic Reports will be displayed. Click the Report title to download the PDF onto any device.

Dashboard	Schedule	Learning Tasks	Attendance	Reports	Analytics	Assets	Insights
Reports							
Reporting Cycle				School			
2018 - Semester 1				Macleod College			
2017 - Semester 2				Macleod College			
2017 - Semester 1				Macleod College			
2016 - Semester 2				Macleod College			
2016 - Semester 1				Macleod College			

Progress Reports						
Cycle:	Semester 2, 2018					Export as PDF
Subject	Area of Assessment					
	Effort	Classroom Behaviour	Organisation	Work Up to Date	Seeks Assistance	
Art Matthew BENTLEY	Excellent	Excellent	Good	Good	Good	
Digital Technologies Kim MITCHELL	Excellent	Excellent	Excellent	Excellent	Excellent	
English Stephen PEGG	Excellent	Excellent	Good	Excellent	Excellent	
German Frances HOLL	Excellent	Excellent	Good	Excellent	Excellent	
Health Sharyn MOUSSA	Excellent	Good	Excellent	Excellent	Good	
Humanities Stephen PEGG	Excellent	Excellent	Excellent	Excellent	Excellent	
Mathematics Clayton ZAMMIT	Good	Good	Good	Good	Good	
Music Jason ZIINO	Excellent	Excellent	Good	Good	Good	
Physical Education Royce LIGHT	Excellent	Excellent	Excellent	Excellent	Excellent	
Science Sharyn MOUSSA	Good	Good	Excellent	Excellent	Excellent	

Emailing Staff

You can email your child's teacher, as well as any other staff members at Macleod College, from your Compass homepage by clicking on the link underneath your child's name.

Ginny WEASLEY

-  Profile (Attendance, Schedule, Reports)
-  [Send email to Ginny's teachers](#)
-  Add Attendance Note (Approved Absence/Late)
-  View Academic Reports
-  Book Parent Teacher Interviews













Clicking this link will open the email pop-up window, with all of the teachers for your child listed as recipients. You can select the **red cross** next to each recipient to remove them from the email, or click the 'Add Recipients' button at the top to add any other staff members.

Send Email

Email subject:

Insert context: "Re: Ronald WEASLEY (WAL0038), 12A at Hogwarts P-12"


Please note: as with all emails, there is no absolute guarantee of successful delivery. Time sensitive and/or highly confidential information should not be sent using this service.



B I U A- A- Format Ix          

Recipients

+ Add Recipients **✗ Remove All**

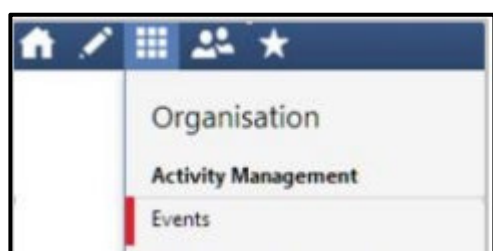
Leigh GINNIVAN - COL, 0 Teacher of STYDA	✗
Luke MCINNES - DOU, 0 Teacher of AR033A	✗
Severus SNAPE - DUN, 0 Teacher of PH033A	✗
Leonie STAR - GER, 0 Teacher of 12PTHB	✗
Lucas FILER - JAK, 0 Teacher of MA073C	✗
Minerva McGONAGALL - LMA, 0 Teacher of 12VCAL, H1133B, FLUTE1	✗
Elizabeth STEWART - RUL, 0 Teacher of EN013B	✗
Kellie MCKERLIE - TSU, 0 Teacher of SO033A	✗

Please note: all users in this list will receive this email
 denotes users with an invalid email address

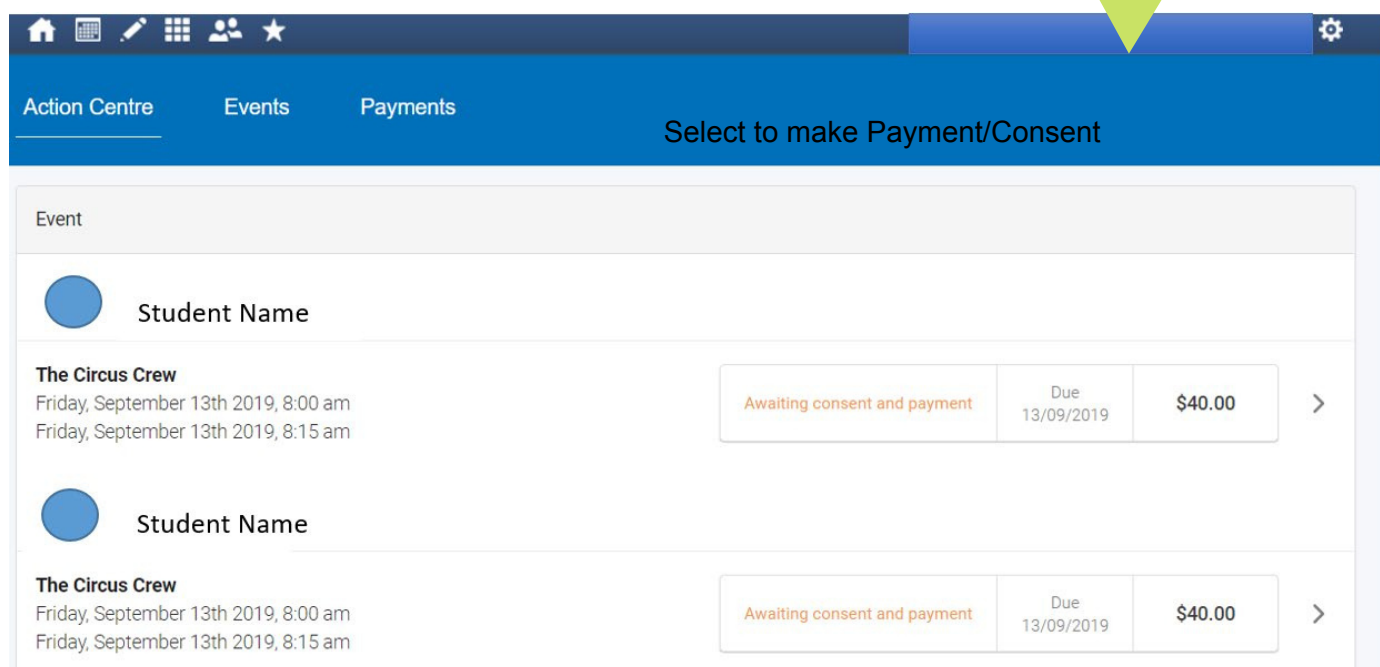
 Send  Cancel

Events - Consent & Payment

From your Compass Home Page, click on the event alert under 'My News' or navigate to 'Events' under the Organisation menu item.



From the Events Page a list of upcoming events and excursions will be displayed. Click the 'Awaiting Consent and Payment' button.



An online Payment/Consent Form will be displayed. Complete all highlighted relevant fields and click the "Submit Details" button.

Please keep in mind that within Compass you cannot consent for an event that has a payment associated with it without also paying for the event. If you need to pay in person at the school you should print out the paper consent form and turn it in with payment to the school.

Events - Consent & Payment

Read all relevant information.

Soccer Quarter Finals 2019
Wednesday, August 28th 2019, 9:00 am - Wednesday, August 28th 2019, 3:30 pm

[Download Paper Form](#)

1 Event information

Description and educative purpose
The Yr10 Team has progressed to the Quarter Finals, which is a great achievement.

When and where

Location	Start	Finish
Ferando Sports Centre (Off Campus)	Wednesday, August 28th 2019, 9:00 am	Wednesday, August 28th 2019, 3:30 pm

Additional details
Please Note:
- Complete Medical Details or Emergency Contact Numbers only if they differ from details already held on student file.
- If this event has a cost and you would like to use your child's CSEF please contact the Money Elves at the office.

Students to bring a packed snack, lunch, water bottle and soccer boots. Parents are welcome to attend to cheer our team.

Students are to meet in the Gym at 9:00am for the Roll.

Dress code
Sport Uniform

Transportation

- If your child has any medical information currently on file, it will display in the 'Medical Information' section.
- You can review what is on file, including the current Action Plan (or plans) on file if applicable for your child, and add any updated medical information into the field if required.
- For parents/carers with a child who has a current Action Plan, you are asked to acknowledge the plan as still current before proceeding.

2 Administrative questions

Medical Information
Details of medical conditions, allergies and medications being taken (already on file)

Title	Description	Action Plan
Asthma		Download

Before consenting to this event you are required to review the above Action Plan to determine whether it is still current. If the above Action Plan requires updating please contact the school.

I acknowledge that the above Action Plan is still current.

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.

Events - Consent & Payment

Fill in any medical conditions or alternate contact details for the event.

2 Administrative questions

Medical Information

Details of medical conditions, allergies and medications being taken (already on file)

Title	Description	Action Plan
Headaches	Can have occasional headaches	No Attachments
Asthma		Download

Before consenting to this event you are required to review the above Action Plan to determine whether it is still current. If the above Action Plan requires updating please contact the school.

I acknowledge that the above Action Plan is still current.

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 Sable BROOKS Email: compass@compass.edu.au

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

Contact details on the day (if different from normal)

If there are Questions associated with the event, you will be prompted to respond.

3 Additional questions

Will your child be collected at the end of the event? *

Students are allowed to leave with their parent/guardian at the end of the event; those not doing so will be transported back to the school for collection.

- Yes
 No

Events - Consent & Payment

Type in your name for consent

4 Consent

I give permission for Euan ABERCROMBIE 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 Euan ABERCROMBIE 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.

To provide consent, please type your name in full

Enter payment details

5 Confirm and pay

Payment Method

Visa Credit



VISA

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. You understand that the amount charged will be the "Total Due" or amount indicated to the right. 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/>.

Click Process

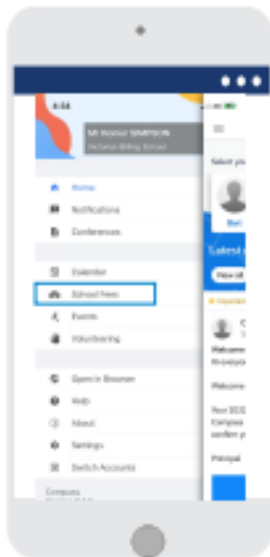
A Parent's Guide to Billing

A step by step guide to take you through paying your school contributions through the Compass App or Browser.



Compass App

- ✓ Click the 'Payment Centre' Banner on your Home Page & select School Fees



Web Browser

- ✓ Select 'School Fees' from the 3 Bars / Side Menu



Goodbye cash handling!

The Compass Payments Centre allows you to pay anytime, anywhere - reducing foot traffic and contact in the school office.



Handy Tips & Tricks

- ✓ You can access your payment history via Cog icon > My Payments.
- ✓ All transactions will send a receipt to your email.
- ✓ Access your Events & School contributions all in the one place.
- ✓ Chip away at your fees, whenever suits you.
- ✓ Choose from a number of instalment options

A Parent's Guide to Billing

Complete your Contributions

Each contribution/payment will detail whether this is a standard or donation fee, and can be adjusted, to chip away at each amount.

You'll always be able to access Payments Centre, so you can come in and pay again at any time, anywhere.



School Bill

2022 School Payments

Course Confirmation

We ask parents and carers to confirm enrolment through the course confirmation process by Monday 16 November 2022 via this online portal.

The Principal and the Business Manager are available if you wish to discuss any matters concerning payment. The High School Council relies upon and thanks you for your continued support.

Yours sincerely,
Principal

Item	Amount (AUD)
Curriculum Costs	580
Library Donation	230
Building Donation	100
Food Technology	68
Building Fund	100

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Choose your Payment Method & process payment

Once you're happy with the amount chosen, you can choose to pay in full or via instalments.

You'll see the instalment options set up by the school - with the relevant dates and charges. This will direct debit your card on those given dates.

Payment Method

New credit card

Card number: 0000 0000 0000 0000

Expiry: 00/00 - 00/00

CVV: 000

Cardholder name: 0000 0000 0000 0000

Address: 0000 0000 0000 0000

City: 0000 0000

Country: 0000

Payments

Total of all charges (inclusive of discounts) \$1,000.00

Less amount already paid -\$700.00

Balance \$300.00

Amount to pay \$300.00

Pay in full now

Pay in instalments

Installments

Your card will be billed on these dates:

Date	Amount
Monday 10 November 2021	\$80.00
Monday 10 December 2021	\$80.00
Monday 10 January 2022	\$80.00
Monday 10 February 2022	\$80.00

Confirm and Pay

Payment

Total of all charges \$1,000.00

Less amount already paid -\$700.00

Balance \$300.00

Amount due \$300.00

Pay in instalments

Pay Payments

Your card will be billed on these dates:

Date	Amount
Mon, 10 Nov 2021	\$80.00
Mon, 10 Dec 2021	\$80.00
Tue, 9 Jan 2022	\$80.00
Tue, 10 Feb 2022	\$80.00

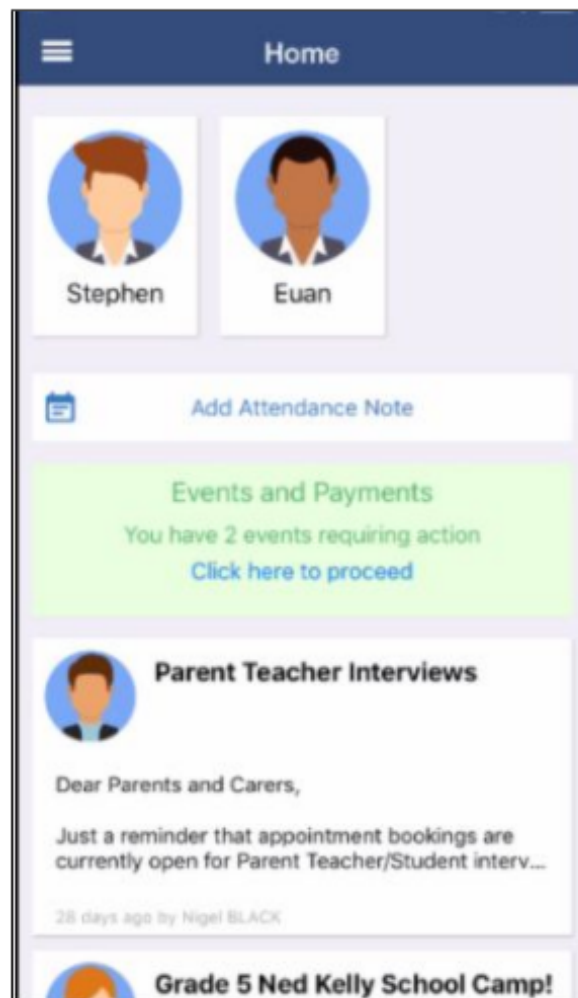


The Compass School Manager App

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 and opened for the first time, you will be prompted to choose which school your child attends. After selecting the school, you will be required to enter your login details which are the same details you use to login to your Compass parent portal.

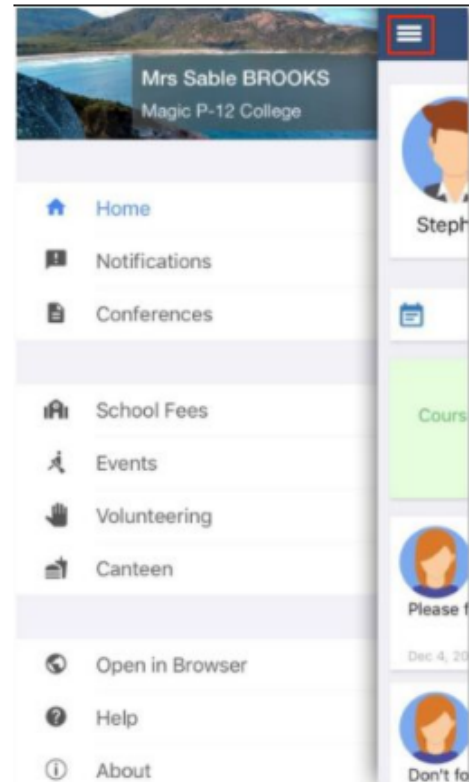
When logged in, you will see:

- Each of your children who attend the school. You can click their image to go to their profiles.
- The option to add an attendance note
- Any items requiring your action (alerts) at the top of the screen.
- The newsfeed which you can scroll down through to read.
- A link to the main menu (three little stripes in top left corner)

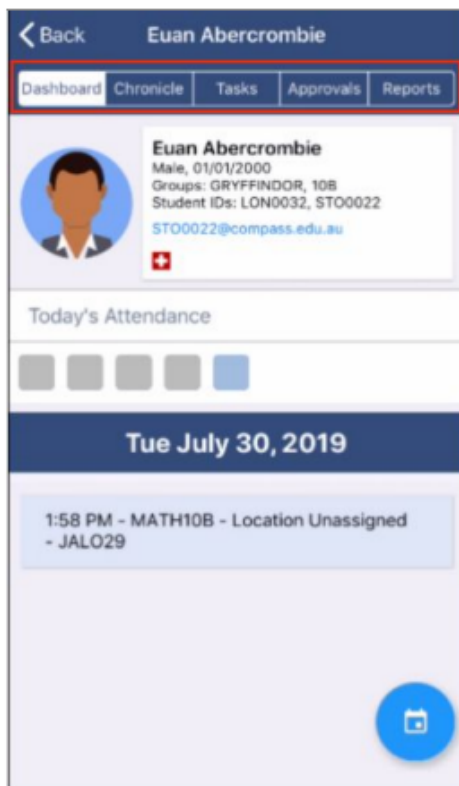


The Compass School Manager App

Clicking the menu icon will expand further options.



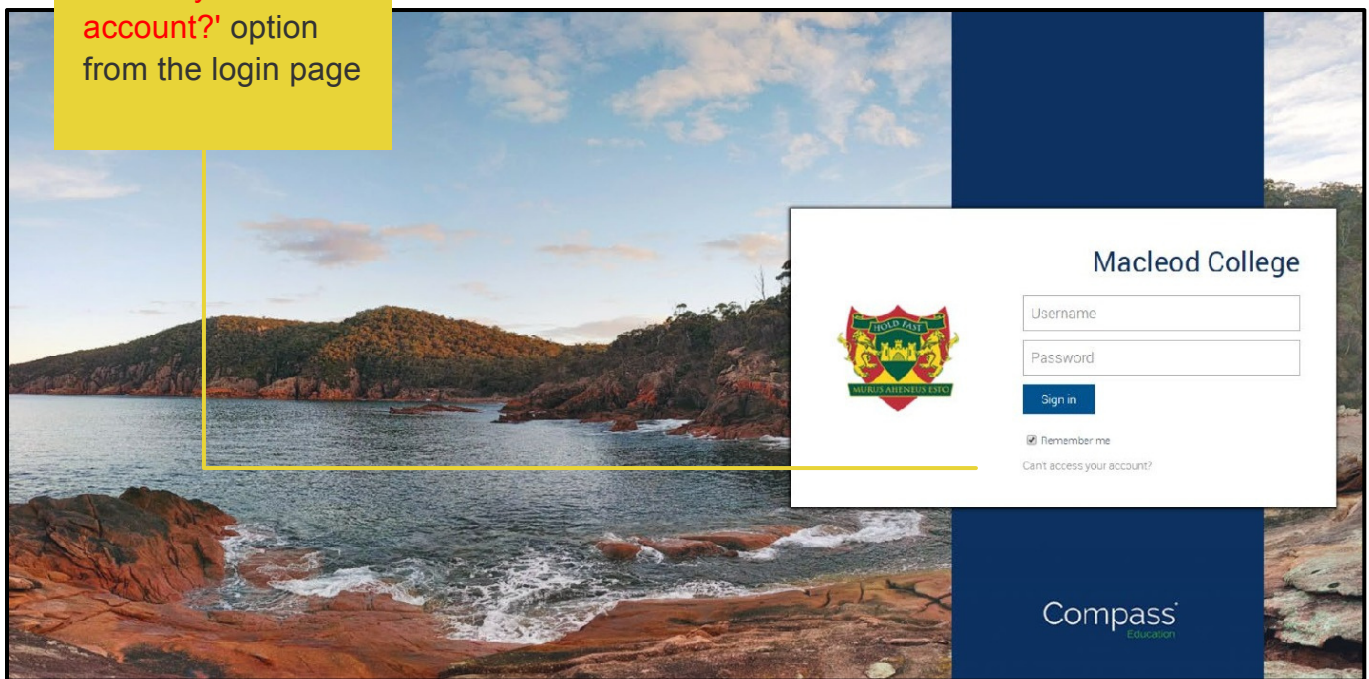
Note: If you have children attending different schools that use Compass (i.e. a child in Primary School and a child in Secondary School), you can use the 'Switch Accounts' option at the bottom of the menu to toggle between your parent account at each Compass school.



To access information pertaining to your child such as their schedule, learning tasks, attendance approvals and reports via the App, click their image on your homescreen. You can then click through the tabs at the top of their profile to access the available information. Click the 'Back' option in the top right to return to your app home screen at any time.

Forgotten Password

Select the 'Can't access your account?' option from the login page



This link will take you through the password recovery process, which you can complete using your mobile phone number, or email address.

OR

Phone the General Office on 9459 0222 and request a password reset.



Macleod College
A State Prep - Year 12 School
'Inspiring And Supporting Every Child'