

## QUICK GUIDE FOR USING COMPASS ON YOUR PERSONAL DEVICES

- To Consent and Pay for events on Compass on your devices, open the App in browser mode.
- Open the App (enter your username and password – if needed).
- Click on the three horizontal lines in the top left hand corner – choose: Open in Browser.
- Scroll over to the top, right hand side of the screen and look for the sections highlighted in yellow. Click on these links and follow the prompts.

## DOWNLOAD THE COMPASS APP

If you don't already have the Compass App on your phone, here is how you go about it:

- Go to your App store.
- Type "Compass School Manager" into the search area.
- Get / Download / Install onto your Device.
- Allow Push Notifications? – YES (a thousand times YES!!!) A great way to know if something important has been post in Compass
- Type in your username and password.
- To use, click on the three horizontal lines in the top left hand corner – choose: Open in Browser.

## TURN ON PUSH NOTIFICATIONS FOR COMPASS



Your Compass App has PUSH NOTIFICATIONS. Please enable this option on the App as we use this option to notify you of important events.

This is how you can enable push notifications on most devices:

- Please go to **SETTINGS**
- Scroll down to the **COMPASS APP** icon
- Click on **NOTIFICATIONS**
- **ALLOW** Notifications (needs to be green)

## COMPASS: ABSENCES, LATE ARRIVALS & EARLY DEPARTURES

### Absences

Parents are responsible for keeping up-to-date approvals for their children's absences on Compass. When you logon onto your parent welcome page a short message will appear above the newsfeed on the top right hand side of the screen. You will then need to click on the link 'Click here for more information' where you will then see a list of times that your child was absent from school. By first clicking on the box of the dates needing your approval, then the "man" with the green tick on his shoulder, you will be able to approve your child's absences. A detailed explanation of this process can be found in the 'School Documentation' section within the



Community dropdown menu on the parent welcome page.


If you require any other help please do not hesitate to contact the school office.

### Late Arrivals and Early Departures

Students who arrive 'LATE to' or 'LEAVE EARLY from' the school must also have "approvals" logged by parents. Please note that these can only be recorded after the fact as they are "time stamped" by Compass.

All students who arrive late to school must report to the office to ensure they are not marked as absent for the first session; parents do not need to accompany the students on these occasions. However, students must always be signed out by a parent or carer that is listed as a student contact. If your child is being signed out by someone who is not authorised to do so, that adult must bring a letter of authority with them.

Not Present/Late: Unexplained

 Explain with Note/Approval