



# St Clare's High School

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**COMPASS NEWSLETTER 1/2017**

**7 SEPTEMBER 2017**

Welcome Parents/Guardians to the first Compass Newsletter.

The Compass Parent Portal is an integrated, online portal that you can access up-to-date information about our school and your child's progress.

Compass includes many different features, including the ability for parents to:

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Communicate with your child's teachers
- Update you family contact information
- View your child's timetable and the school calendar

As you are aware the students have been using Compass since the beginning of Term 3. The students are using Compass for their timetable information, awards, zones and daily news items.

Parents of Years 7 – 9 students were invited to attend Parent Portal information sessions that were held on the same date as the Parent/Student/Teacher interviews.

At the session parents were shown how to download the Compass APP on their phone and were shown the Compass functionality. The next **Parent Portal Information session** is being held on **Tuesday, 19 September at 7 pm** – the same night as the School Social. All parents are invited to attend if you require assistance in loading the APP or if you would like further information about Compass.

Letters to parents/caregivers of Years 7 – 11 students will be sent out on Thursday, 7 September. These letters will include username and passwords to access the Parent Portal. **Please note that the username and password is on the second page of the letter.** If parents/caregivers live at the same location, letters will be posted in the same envelope to the address.

**Please do not tell your child your username and password.**

All Compass Information guides will be available on the school website <http://tareesc.catholic.edu.au> . To date the link to the Compass Website, The Parent Portal – Compass How to Guide, Compass – Additional Information and the Compass Collection Notice 2017 have been added to the site. The link and documents are available under the Information, Compass tabs. These documents are also attached to this newsletter.

As the school rolls out additional Compass functionality such as Semester Reports and Booking Parent/Student/Teacher Interviews, parents will be advised via Compass Newsletters and all information will be available on the school website.

If you have questions regarding Compass, please contact the school.

Regards

Compass School Implementation Team

# The Parent Portal – Compass

## How to guide.

### Overview

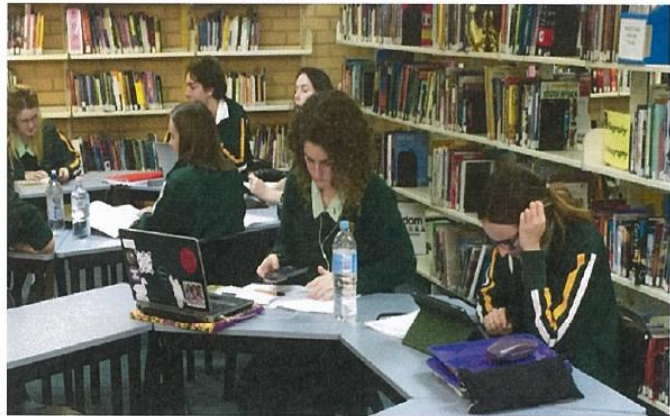
The Compass Parent Portal is an integrated, online portal that you can use to access up-to-date and meaningful information about our school and your child's progress. Compass includes many different features, including the ability to:

- Monitor your child/ren's attendance, and enter an explanation for absence or lateness
- Communicate with your child/ren's teachers
- Update your family contact information
- View your child/ren's timetable and the school calendar
- Download and view your child/ren's Semester Reports and Progress Reports
- Book Parent/Student/Teacher Conferences
- See Class Awards and Zones
- Lesson Plans and Newsfeeds

### 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. Compass uses little data. Search for 'Compass School Manager' in the store.

Every family receives a separate login to Compass, which will be provided to you by the school.



Your school portal address is: <https://tareesc-nsw.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 the 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 the 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 or contacting the school.

## Homepage

The home screen provides you with relevant alerts and news, as well as quick access to

The screenshot shows the Compass Parent Portal interface. At the top, there is a navigation bar with a home icon, a user profile icon for Mrs Molly WEASLEY, and a settings gear icon. Below the navigation bar, the main heading reads 'Welcome to the Hogwarts P-12 Portal'. A 'Main Menu' button is positioned above the heading. The page content is organized into several sections:

- Your Children:** A list of children with their names and profile pictures. For Ron WEASLEY, options include 'Profile (Attendance, Schedule, Reports)', 'Send email to Ron's teachers', 'Add Attendance Note/Approval (Approved Absence/Late)', 'View Academic Reports', and 'Book Parent Teacher Interviews'. There is also a note about '1 overdue learning task'.
- Alerts:** A list of notifications with close buttons (X). Alerts include:
  - Reports are available through Ginny's profile or by clicking here.
  - Insights Cycle Open: Your input/feedback is requested regarding Ginny for "Student Goals".
  - Course Confirmation/School Payments: Course confirmation and/or school payments available for completion.
  - Event Consent/Payment Required: There are 2 event(s) awaiting your consent and/or payment.
  - Attendance: Attendance Note/Approval Required: Ron was recorded as 'not present' or 'late' without explanation.
- News:** A section with two items:
  - Cauldron Sale:** Potions students are reminded that as the end of the year approaches many Year 7 students will be selling their cauldrons. This is an excellent chance to pick up a nice cauldron that has only been gently used. Please see Professor McGonagall for further details. 6 days ago by Minerva McGONAGALL.
  - Homework Club:** Every Wednesday 3:30pm to 4:15pm in the Library. A Maths Teacher and an English Teacher.
- Tools:** A button in the top right corner.

your child's profile.

## Main Menu

Allows you to access other Compass and school resources. The options available here may vary based on your school's use of Compass, more information on these icons is provided in the next section.

## Tools

The Tools Menu (cog 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, absence notifications, surveys, student report availability and more.

- Outstanding absences or late arrivals that require a note or approval
- Parent/Student/Teacher Conferences that are available for booking
- Semester Reports or Progress Reports that are available to download.



## Your Child/ren

This section 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/ren. Options here may include:

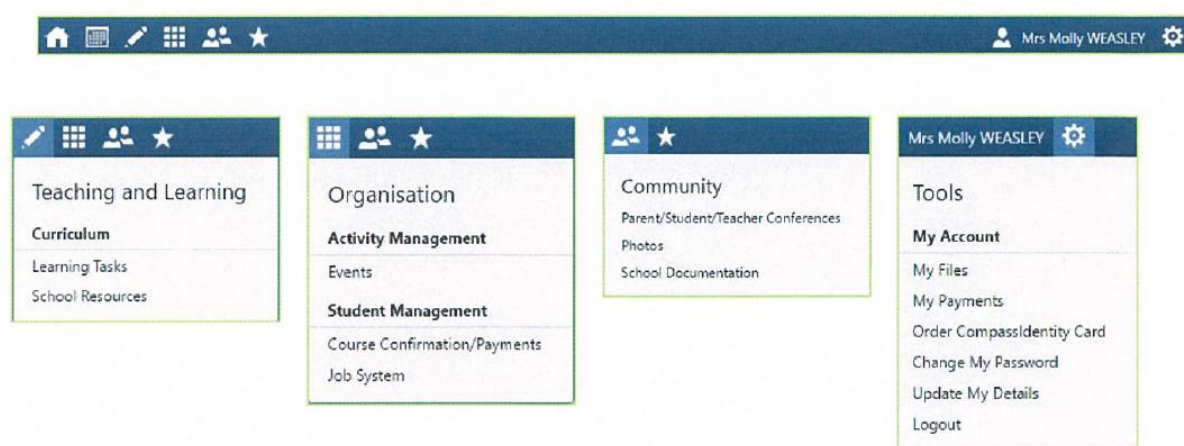
- Your child/ren's profile page
- Attendance pages customised for your children, where notes/approvals can be entered
- Academic reports for your child
- Parent/Student/Teacher Conference bookings

## News

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

## Menus and Functions

Along the top of the screen there are various icons, and from these icons you can navigate through the Compass portal.



The Home icon will take you back to the Homepage

The Calendar icon will take you to the school calendar, where you will be able to see the schedules of your students, as well as any school events or activities that have been entered to the calendar.

The Pencil icon will bring up the Teaching and Learning menu, from which you can access Learning Tasks and School Resources if these are available from your school.

The Grid icon will bring up the Organisation menu, from which you can access Events/ excursions.

The Two People icon will bring up the Community menu, from which you can access Parent/Student/Teacher Conferences and School Documentation.

The Star icon will bring up the Favourites menu, where any websites that the school has added will be linked.

To the right of the screen, your name will display, with the Cog icon, which will bring up the Tools menu, from which you can access your Payments, your Files, reset your password, update your contact details, and log out.

## School Calendar

From the School Calendar you can view details of upcoming events, your child's timetable, and other relevant school-wide activities the school has included on the calendar, such as School Community events and more.

The screenshot shows the 'School Calendar' view in the Compass Parent Portal. The top navigation bar includes a home icon, a calendar icon (highlighted with a red arrow), a pencil icon, a grid icon, a user icon, and a star icon. The user is identified as Mrs Molly WEASLEY. The calendar displays a weekly view for August 28, 2016, through September 3, 2016. The left sidebar shows a 'Calendars' section with 'Ronald WEASLEY' and 'Cinevra WEASLEY' listed. Below this are 'Events' such as 'School Council Meeting', 'Community', 'Exams', and 'Student Leadership'. The main calendar area shows lessons and events for each day, including 'School Holidays' and 'School Tours'.

## Events

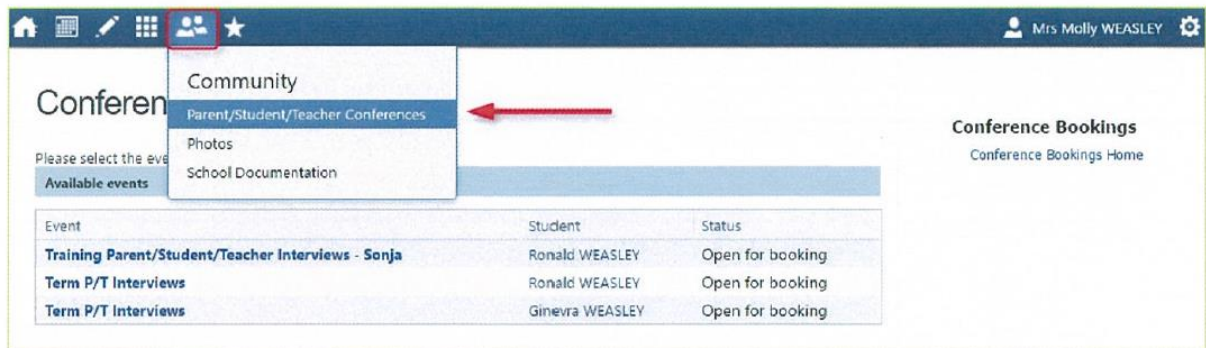
Displays any events that your child/ren are attendees for, for example, sports events or excursions.

The screenshot shows the 'Events' section in the Compass Parent Portal. The 'Events' menu is open, showing options like 'Organisation', 'Activity Management', 'Events', 'Student Management', 'Course Confirmation/Payments', and 'Job System'. An arrow points to the 'Events' option. Below the menu, a table lists events with columns for 'Event', 'Date/Time', 'Consent/Payment Options', and 'Due'.

Event	Date/Time	Consent/Payment Options	Due
Great Victorian Broomstick Tour	Saturday, November 26 2016 - 10:00 AM to Sunday, December 4 2016 - 02:00 PM	Consent/Payment was received No further action required	31/05

## Conferences

Allows you to book any meetings which are available for booking. This functionality will be used from 2018.

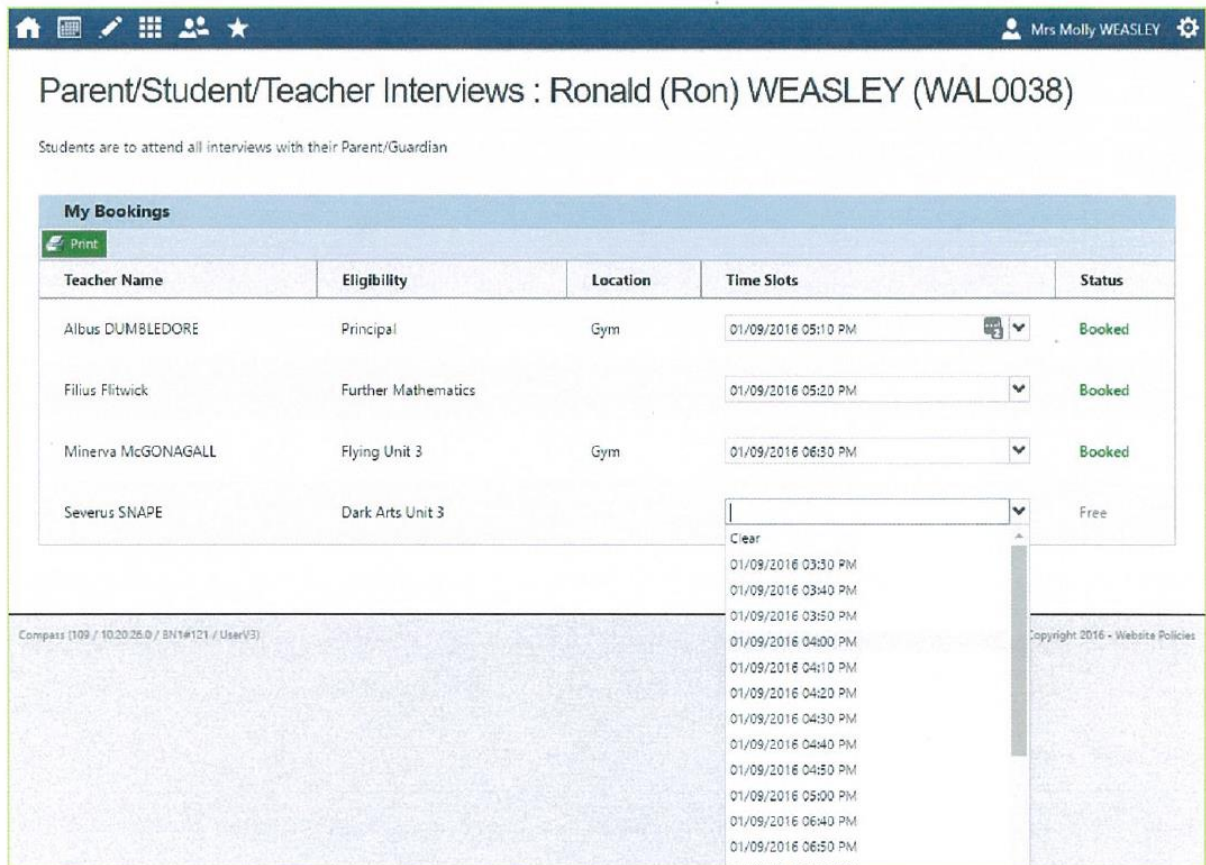


Community  
Parent/Student/Teacher Conferences  
Photos  
School Documentation

**Conference Bookings**  
Conference Bookings Home

Event	Student	Status
<b>Training Parent/Student/Teacher Interviews - Sonja</b>	Ronald WEASLEY	Open for booking
<b>Term P/T Interviews</b>	Ronald WEASLEY	Open for booking
<b>Term P/T Interviews</b>	Ginevra WEASLEY	Open for booking

By selecting a child, you can then view the teachers you can book in with, and select a time slot from the drop-down menu.



Parent/Student/Teacher Interviews : Ronald (Ron) WEASLEY (WAL0038)

Students are to attend all interviews with their Parent/Guardian

**My Bookings**

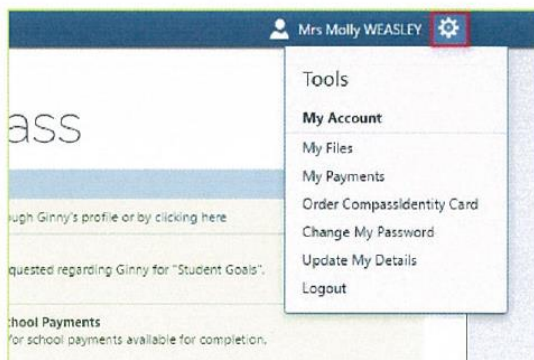
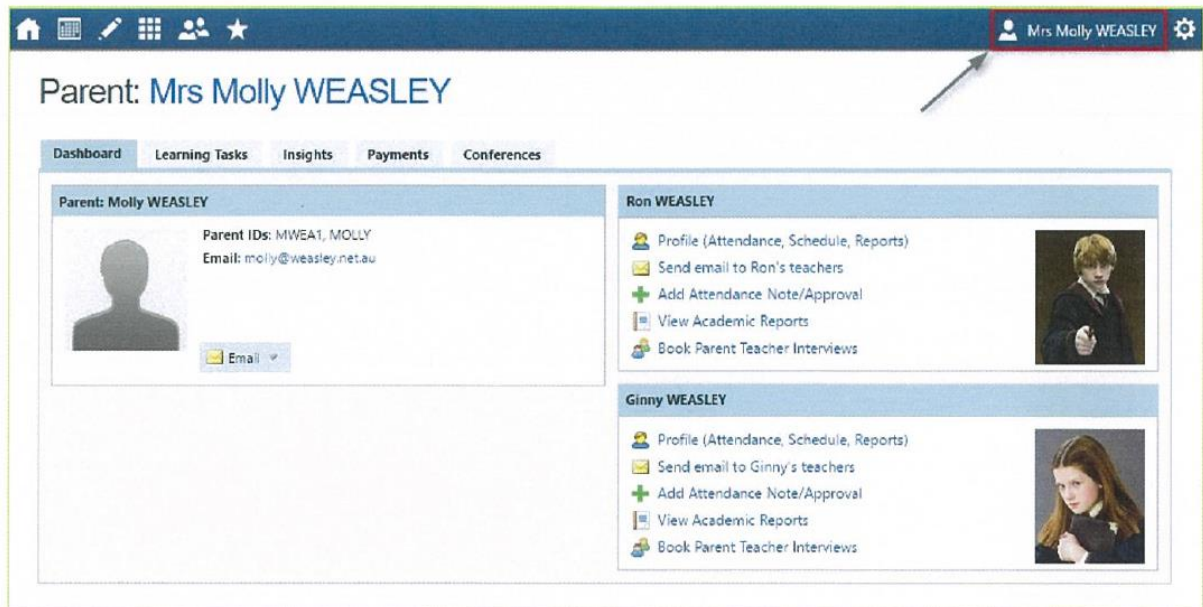
Print

Teacher Name	Eligibility	Location	Time Slots	Status
Albus DUMBLEDORE	Principal	Gym	01/09/2016 05:10 PM	Booked
Fillius Flitwick	Further Mathematics		01/09/2016 05:20 PM	Booked
Minerva McGONAGALL	Flying Unit 3	Gym	01/09/2016 06:30 PM	Booked
Severus SNAPE	Dark Arts Unit 3		<input type="text"/> Clear 01/09/2016 03:30 PM 01/09/2016 03:40 PM 01/09/2016 03:50 PM 01/09/2016 04:00 PM 01/09/2016 04:10 PM 01/09/2016 04:20 PM 01/09/2016 04:30 PM 01/09/2016 04:40 PM 01/09/2016 04:50 PM 01/09/2016 05:00 PM 01/09/2016 06:40 PM 01/09/2016 06:50 PM 01/09/2016 07:00 PM	Free

Compass [109 / 10.20.26.0 / BN1#121 / UserV3]

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Clicking on your own name at the top right of Compass will take you to your own profile. This page includes information such as the email address stored on Compass, links to your students' profiles. Learning tasks, Insights, Payments and Conferences can also be accessed from the Parent Profile.



**My Files** - Allows you to store files.

**Order Compass Identity Card** - Allows you to order a new Compass Identity card. Here you can also see the status of cards ordered.

**Change My Password** - Allows you to change your password.

**Update My Details** - Allows you to update the mobile phone number(s) and email address(es) associated with your account.



## Adding a Note or Approval

If your child has any unapproved absences or late arrivals, you will receive an alert on your Compass home page letting you know this, and allowing you to add a Note or Approval.

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

Clicking on this notification will take you to the Unexplained tab for that child's attendance, where you can choose to add a Note or Approval for one or more absences. To add a note or approval, select one or more of the absences listed, then select the 'Explain with Note/Approval' button.

**Attendance Note Editor**

**Note Details**

Person: Joshua STOKES

Reason: Enter a reason...

Details/Comment: **Medical - Illness**  
Includes: Sickness, medical and dental treatment  
**Medical - Appointment**  
Includes: Appointments with medical professionals, dental practitioners

**Important Notice**  
In clicking 'Save', you certify that the information provided is true and correct to the best of your knowledge and belief.  
**Holiday**  
Student does not attend school due to student/family holiday  
**Natural Disaster**  
Student is unable to attend school due to an extreme weather event or other natural disaster. Includes: Bushfire, flood, storm events and/or civil events (eg natural gas leak, power outage, etc) (by your registered school, approved entities and/or the product issuer).

Start: 21/08/2017 08:00 AM Select a period...

Finish: 21/08/2017 05:00 PM Select a period...

**Potentially Affected Sessions**

Activity	Start	Finish
06_6 Blue (Year 6 Cla...	21/08/2017 09:00 AM	21/08/2017 01:00 PM
06_6 Blue (Year 6 Cla...	21/08/2017 01:40 PM	21/08/2017 02:55 PM

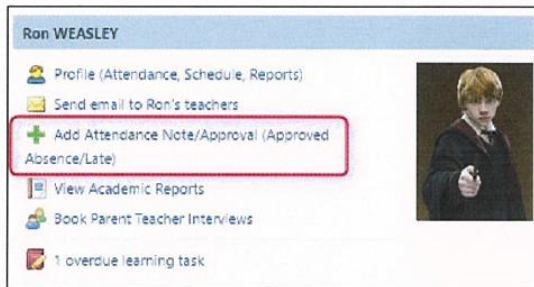
Save Cancel

Please note that you cannot edit your notes or approvals after they've been created. If you do need to make any amendments please contact the school, as they can do this for you.

## Adding a Note/Approval for a Future Absence

You can also enter notes and approvals in advance, if you know that your child is going to be absent from school (e.g. scheduled family holiday).

To do this from your homepage, click on the 'Add Attendance Note/Approval' link listed underneath the name of the relevant student.



This will take you to the Attendance screen, with a pop-up window to enter details of the note or approval. Here you can select the applicable date range - in the future if required.

You are always welcome to contact the school if you have any further questions or need help with the new system.



## Compass – Additional Information

Please see below instructions on how to download the app.

### How to access

Look for the following APP  
(android and apple)

Compass School Manager



### How to access

Look for the APP (android and apple).  
Download the APP. Access online  
from any device.

Access your school portal at:

**<http://taree-nsw.compass.education>**

If you need assistance or you are unable to download the app, please come to the next parent information session which is being held on **Tuesday 19 September 2017 at 7pm** or contact the school.

The Parent Portal will be the main communication method between Parents/Guardians and school staff. Please ensure that your email address is up to date. Please use personal email addresses, not organisational emails addresses as certain organisations firewalls view our email as spam and they are not delivered to you. Once you access the Portal you will be able to change your email address and mobile phone number. If you do not have an email address please contact the school.

Parents will be advised via the Portal when weekly newsletters are available. Please access the school's website for newsletters - <http://www.tareesc.catholic.edu.au/>. Other Compass information such as the Parent Portal – How to guide, Compass Collection Notice 2017 and this document will also be placed on the site.

Please also note that attendances are now being recorded in Compass. The school is proposing to run school reports for Semester 2, 2017 for Years 8 and 9 in Compass. Attendances will not be included on reports for Years 7, 10 & 11 but you will be able to access the information via Compass or request a copy from the school.

## We are moving to a centralised digital information management system ...

### WHAT THIS MEANS FOR YOUR PERSONAL INFORMATION

Catholic schools in NSW, ACT, Tasmania and QLD are transitioning to a centralised digital student information management and storage platform called Compass and a centralised digital storage system called CeD3. Compass is owned and operated by a third party service provider (JDLF International), and CeD3 is owned and operated by the Catholic Education Network (CENet). CENet is owned by the dioceses. This transition will create efficiencies for Catholic schools in managing the information relating to students, enhancing the ability of schools to manage student welfare and support students in their learning, providing parents and guardians with immediate access to more information about their students, and assisting the provision of quality education to students.

As part of this transition, personal information about students, parents and guardians will be moved from the school's local information systems to Compass. All personal information transferred or inputted into Compass will also be stored in CeD3. Access may be granted to students, parents and guardians to enable them to update certain personal information online in Compass through the parent and student portals. The primary purpose of the collection of this information by the school remains the same, that is, to enable the school to provide schooling to students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the school.

The information transferred and inputted into Compass and CeD3 will be stored in Australia.

There will be no change to the information access rights in Compass and CeD3 from the school's current information system. This includes:

1. staff at the school who need to access the personal information for the purpose of educational, administrative and support purposes;
2. people providing educational, support and health services to the school, including specialist visiting teachers, sports coaches, volunteers, and counsellors;
3. the student about whom the personal information relates (the school may give them access to their information through an online student portal in Compass);
4. the student's parents or guardians, who may have access via an online parent portal in Compass;
5. if a student enrolls in a new school, the staff at the new school who need to access certain personal information for the purpose of educational, administrative and support purposes. A student's personal information will not otherwise be accessible by other schools, and will be separated in Compass and CeD3 from personal information about students enrolled at other schools; and
6. external parties providing administrative, financial and other services to the school, including diocesan office personnel who provide specialist support.



The personal information in Compass will also be accessible by:

1. JDLF International, for the purpose of providing Compass, including technical support;  
*and*
2. CEnet, for the purpose of moving the information from Compass to CeD3 and to provide support to the dioceses, in accordance with their contractual obligations.

CeD3 will also hold personal information collected from sources other than Compass. CEnet will continue to have access to the personal information from Compass when it is held in CeD3 as well as information collected from other sources and held in CeD3.

In addition, the personal information may be disclosed to others as detailed in the privacy collection notice provided to you on enrolment and the Catholic Schools Office Privacy Policy, which is available on <https://www.mn.catholic.edu.au/>. The Privacy Policy also sets out how parents and guardians or students may seek access to and correction of their personal information held by the school and make a complaint about a breach of the Australian Privacy Principles (including how the school will handle the complaint).

If you have any questions about how the move to Compass and CeD3 will impact the handling of your (or your child's) personal information, please contact Liz Stokes, Education Officer, CEnet/SIS on [liz.stokes@mn.catholic.edu.au](mailto:liz.stokes@mn.catholic.edu.au).

