@ Marnebek School

What is Compass?

Compass is a school management solution that allows parents and carers to access up-to-date and meaningful information about your school and your child's progress. Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter an explanation for absence or lateness.
- Communicate with your child's teachers via email
- Update your family contact details.
- Download and view your child's academic reports
- Accessing current school information via the newsfeed

Our school will advise when new features become available.

HOW DO I ACCESS COMPASS?

Compass is accessible on any modern web browser (Internet Explorer, Chrome, Safari) or by using the Compass App (contiune reading for instructions on how to download app)

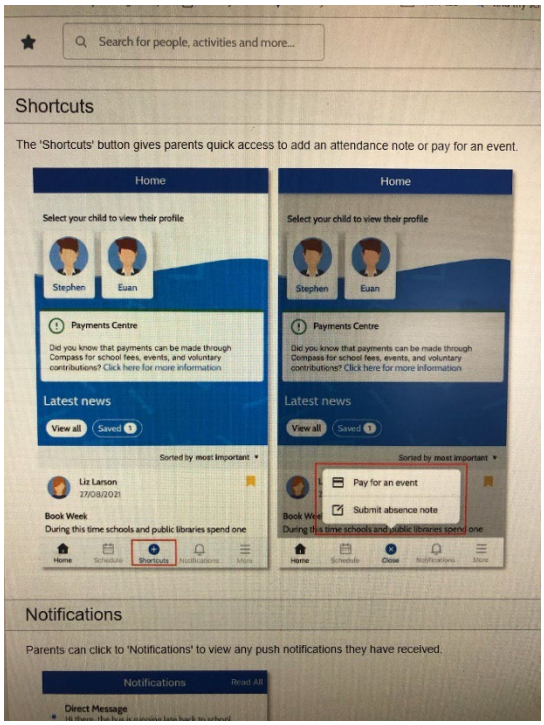
To access the parent portal, you can go to your schools website and click the Compass link on their homepage. Alternatively , you can go to schools.compass.education where you can search for our school's direct URL.

1. Type Marnebek School Cranbourne into the 'Search for School' box
2. Tap on 'Let's go'
3. Ring Marnebek School Office to get a Username and password

School phone number: 03 59963858

HOW TO DOWNLOAD THE APP

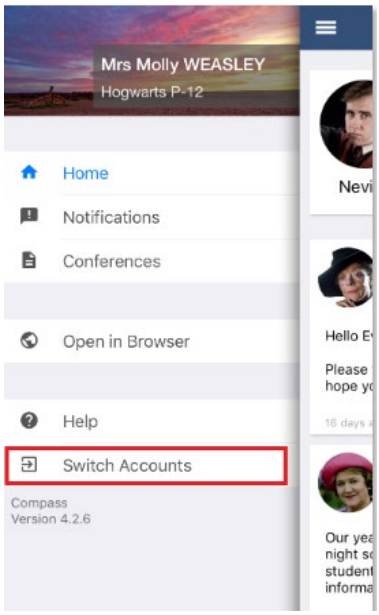
1. Receive Username and password from the School
2. Download app from iOS or Android (search for Compass school manager)
3. Search for Marnebek School
4. Type in your Username and password
5. You will then see the home page with your child's profile on the front



Switch Accounts

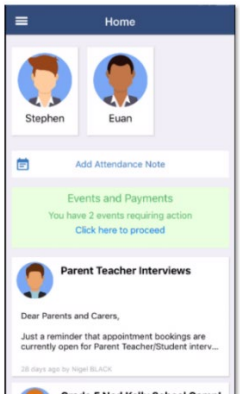
This can be used if they have children at more than one school that uses Compass (ie a child in a Primary School and another child in Secondary School).

You can use this screen to add your parent user account for each school in the app and then click into 'switch accounts' to toggle between their accounts.

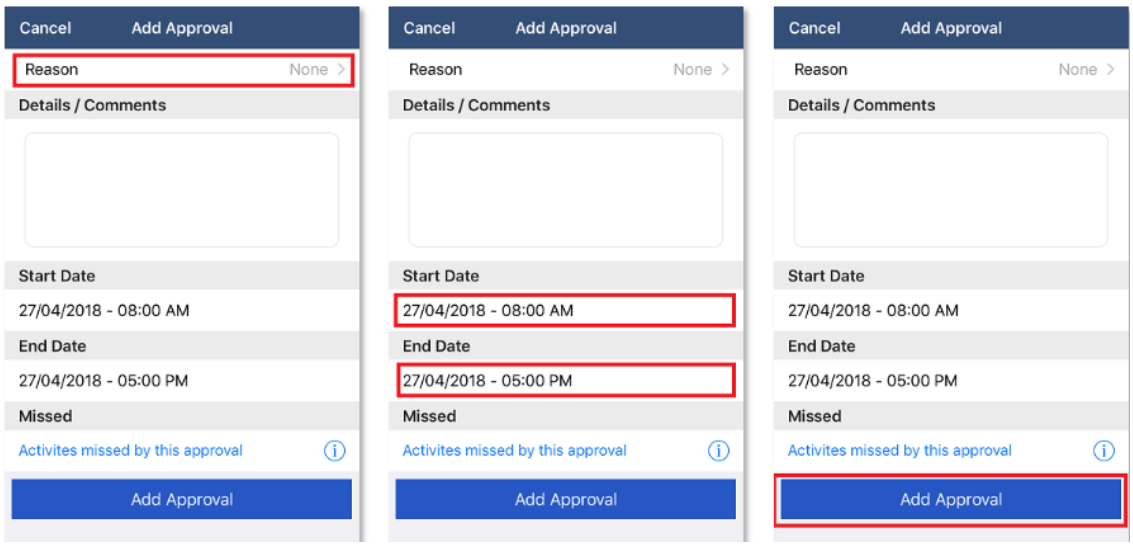


RECORDING ATTENDANCE FROM MOBILE APP

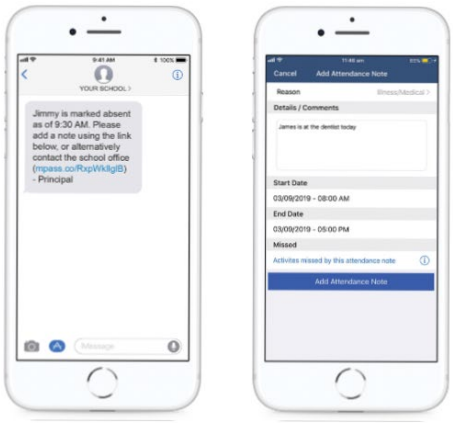
1. Click on add Attendance note from home page (under student profile picture)
2. Click on students name



3. Click reason, select from list eg medical, parent choice.
4. You can add comment if need to eg.. specialist appointment
5. Add date range if longer then the days date.
6. Click add attendance note
7. You will now be prompted with “note successful” icon
   Absence is now complete



RECORDING ABSENCE FROM SMS MESSAGE



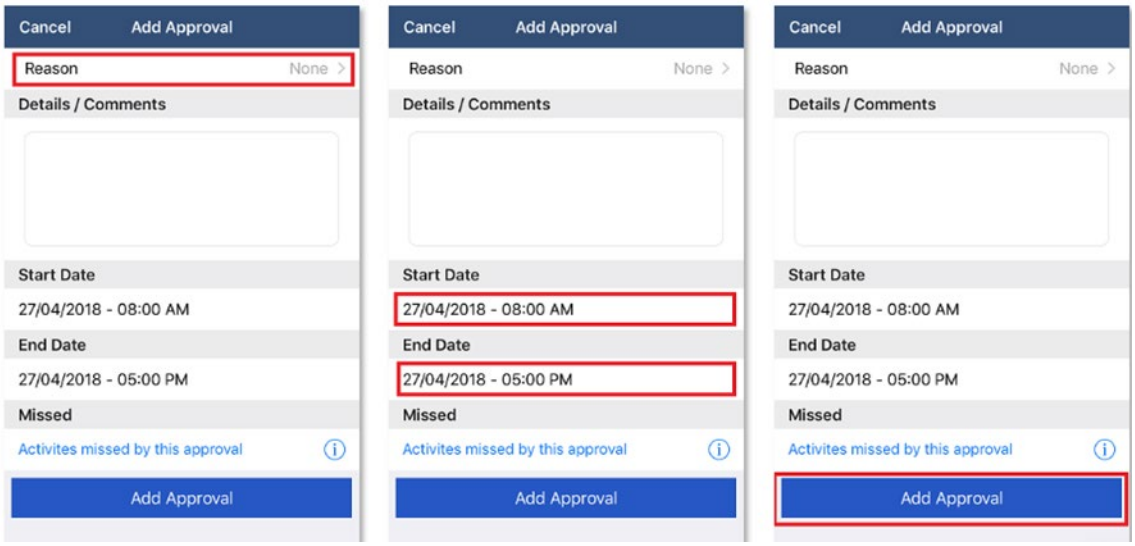
SMS Link

If your child is marked as absent without prior approval you will receive a message containing a link. When you follow the link, you will have the opportunity to explain the absence.

The link will expire after you have clicked it, meaning that it cannot be used to explain unapproved absences in the future. Instead, you will receive another message containing a new link, allowing you to repeat the process.

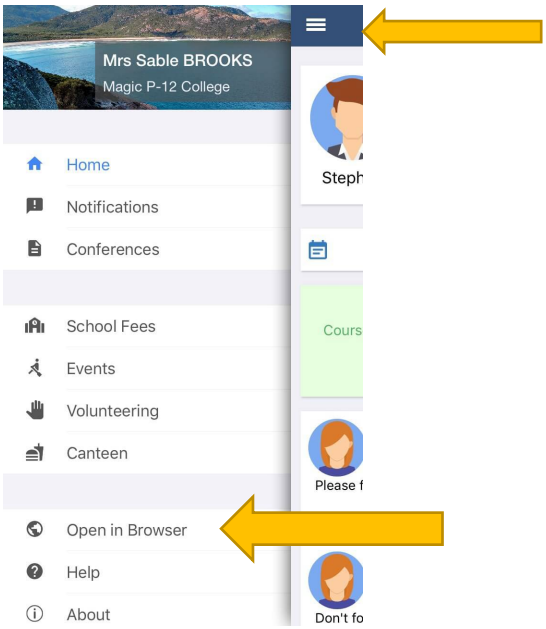
Once you have clicked on the link click ADD ATTENDANCE NOTE

Follow these steps

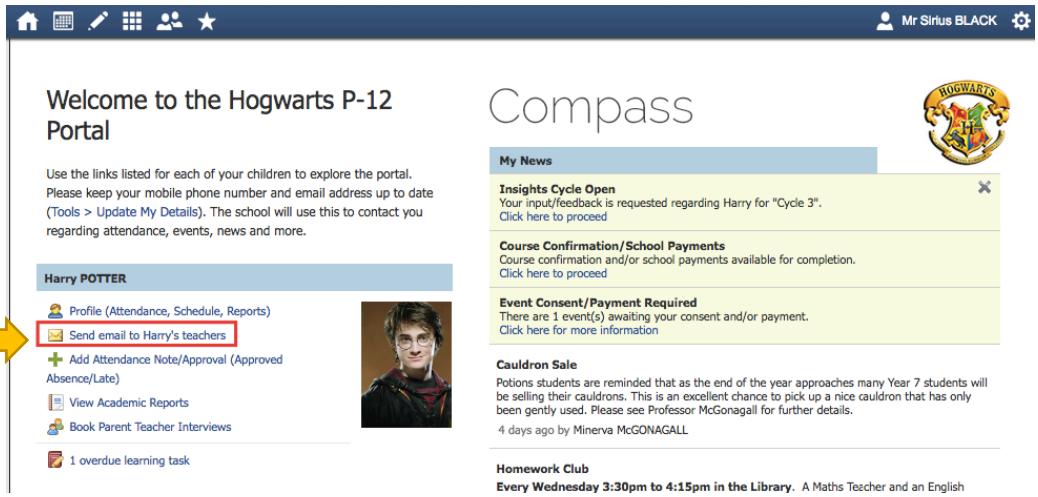


HOW TO EMAIL YOUR CHILD'S TEACHER

1. If you are emailing though the Compass Manager App select the three lines on top left hand corner of the home screen.
2. Click on Open in browser

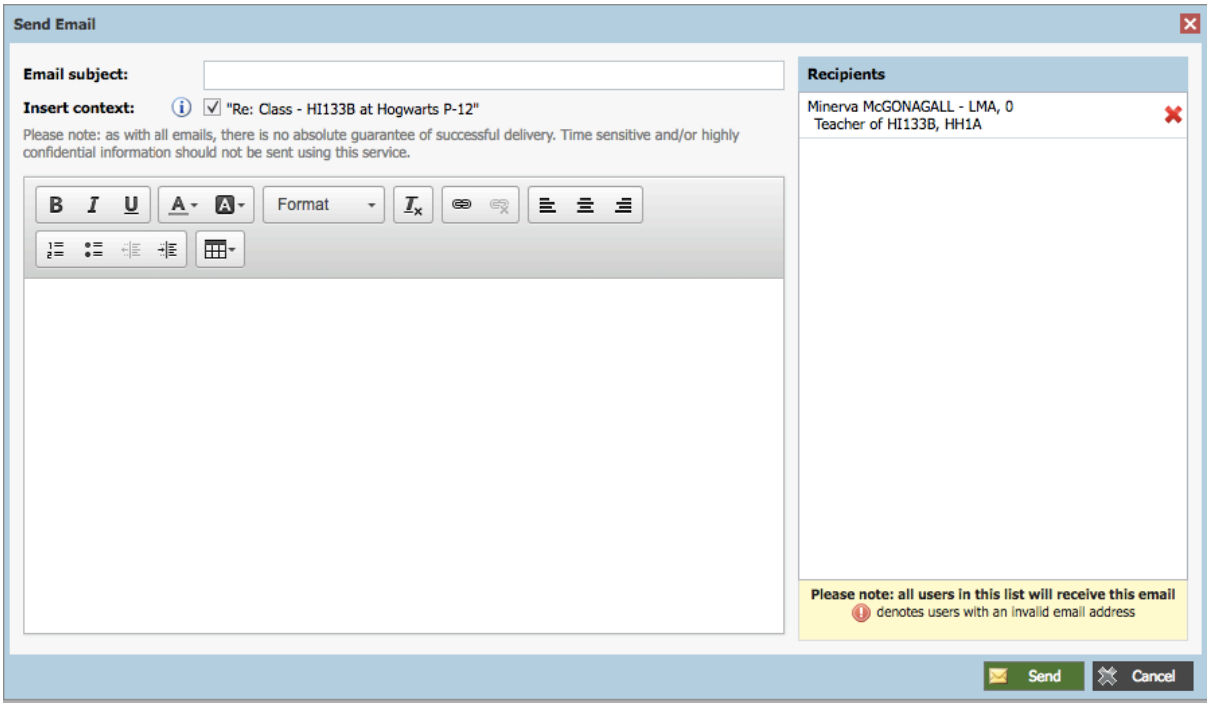


Click on 'send email to teacher' and this link will open the 'send email' screen



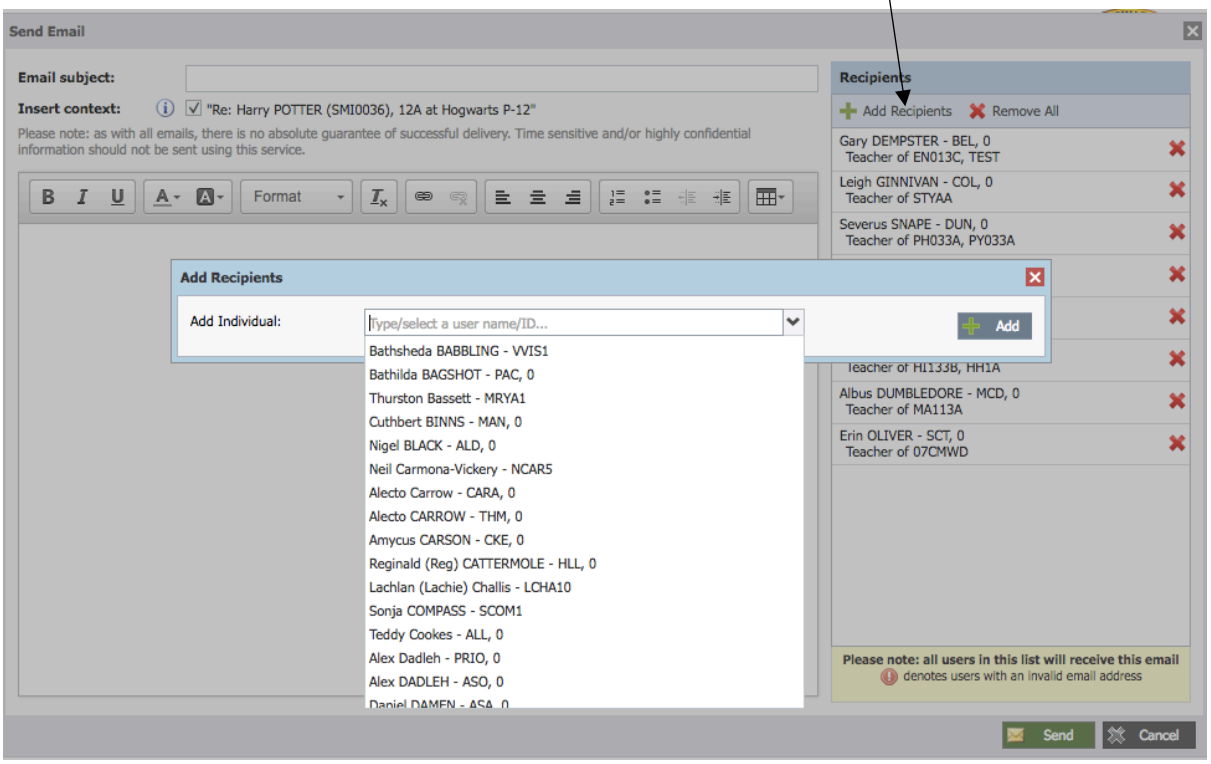
3. Enter in details for Subject

4. Enter email information



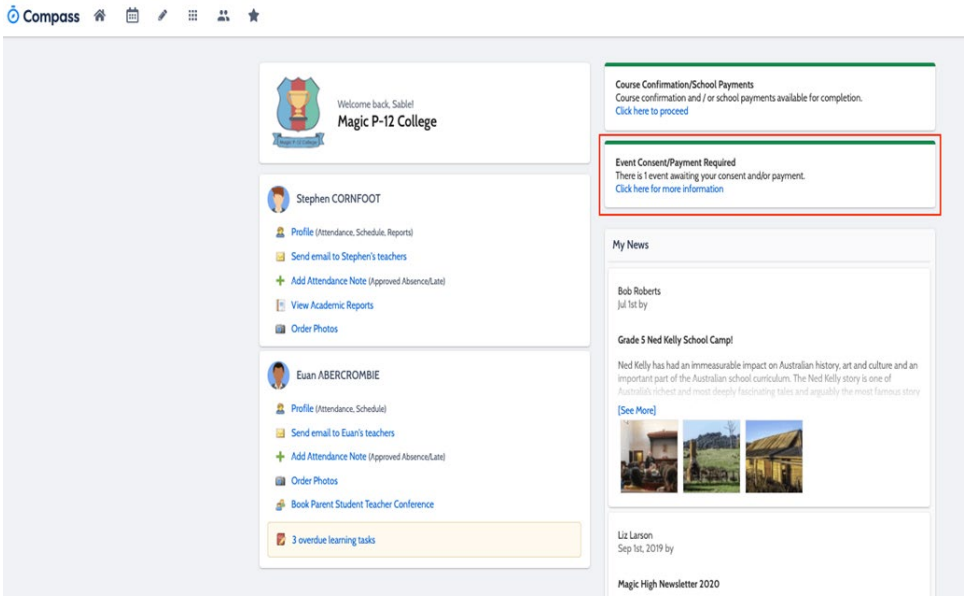
All the students' teachers will appear on the right hand side, if you only need to email one teacher click on the Red Cross and delete each teacher.

You can also add teachers by clicking on Add Recipients, Click Send.

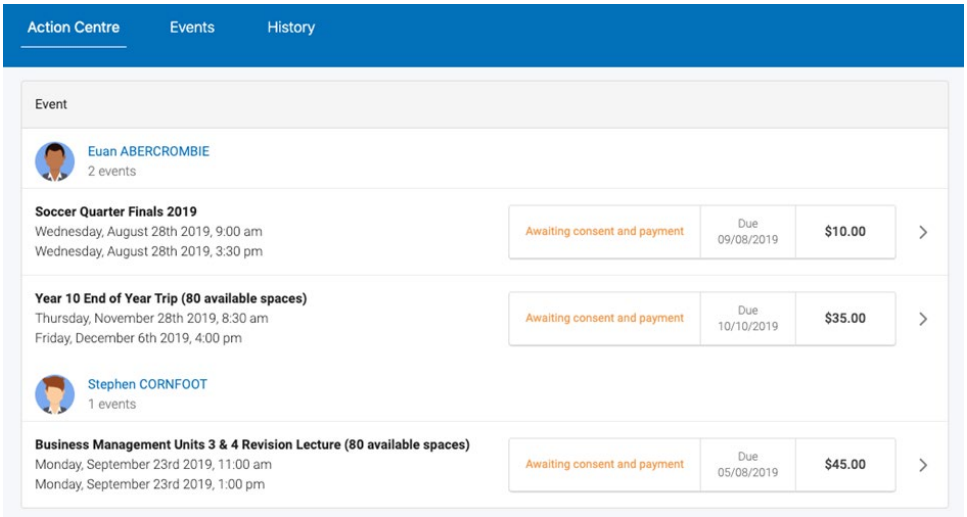


GIVING CONSENT/PAYMENT FOR EVENTS

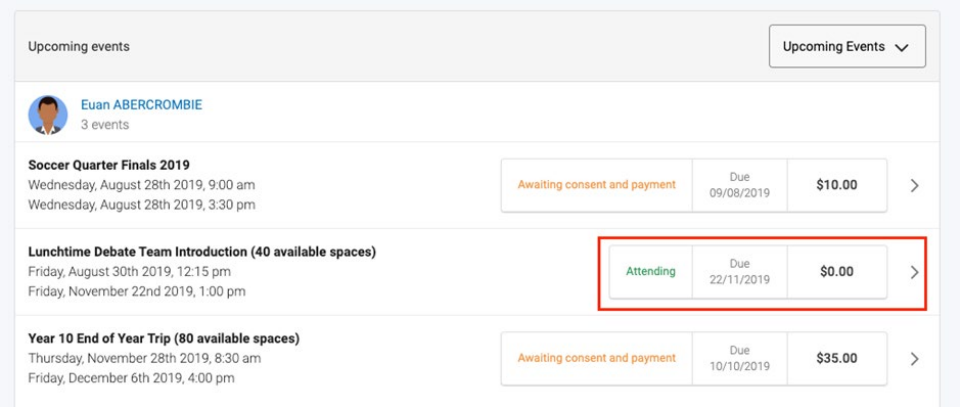
When an event has been published that your child has been invited to attend you will see a notification on your dashboard saying **“Event Consent/Payment Required”.**



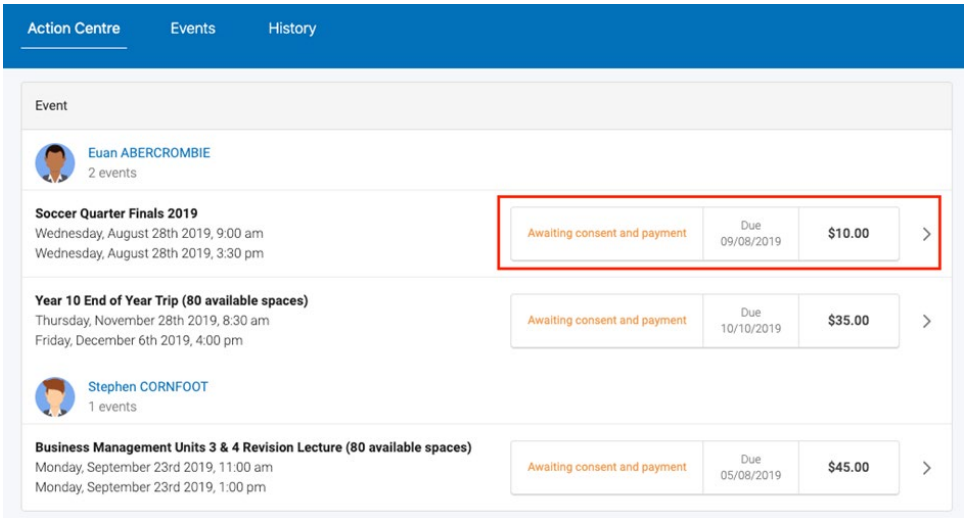
1. Click on the notification and you will be taken to your “Action Centre” page where you will see events awaiting consent/payment.



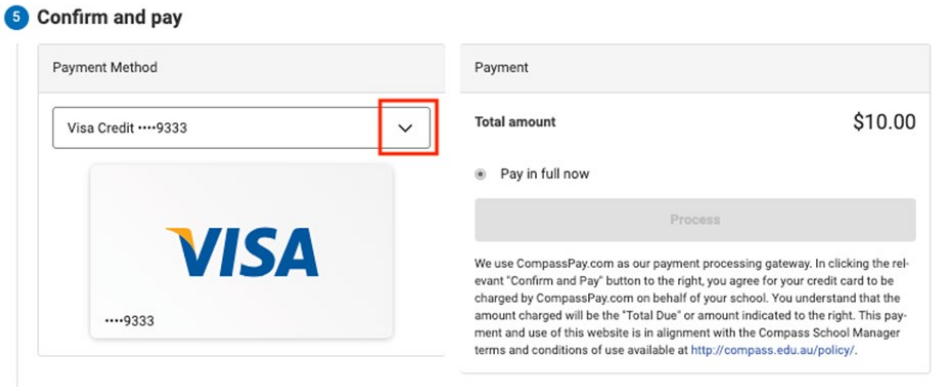
You can also click to the ‘Event’s tab to view upcoming events for your child.



2. To consent/pay online for an event, click on the 'Awaiting consent and payment' button for the event.



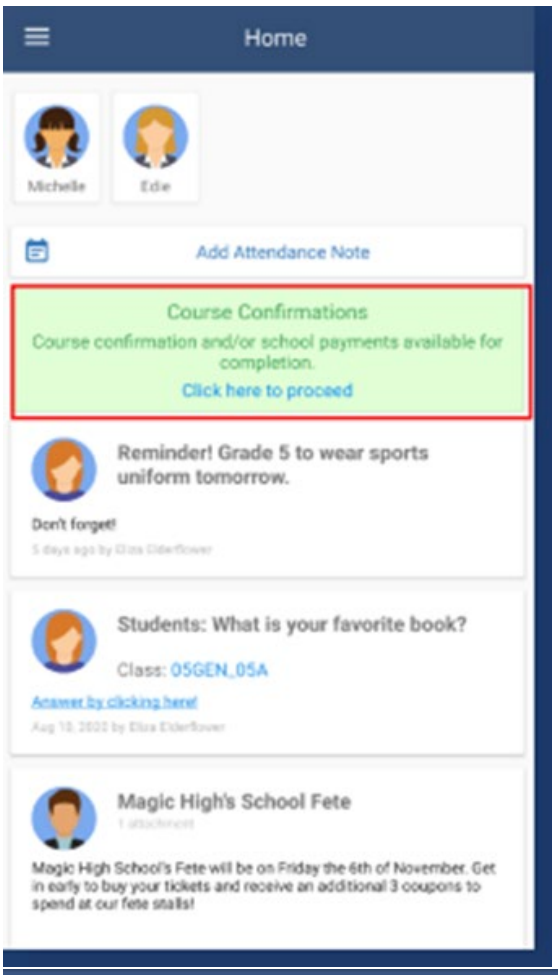
3. Once you have answered any questions for the event eg: medical history, contact details etc if payment is required you can select your payment method from the drop-down and then click 'Process".

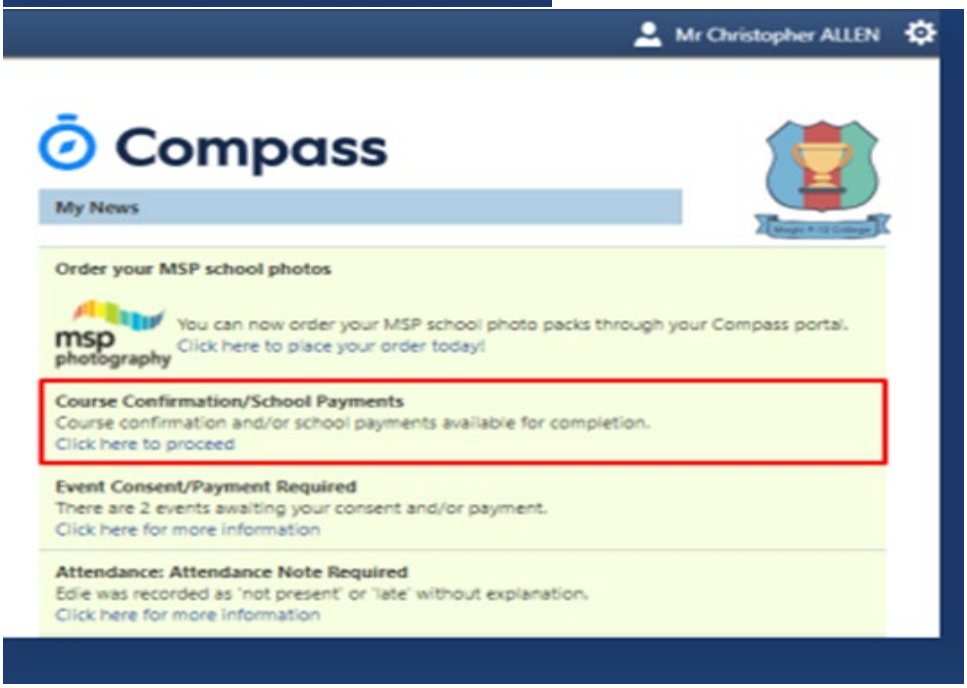


4. When you have completed the consent/payment for an event, it will show the status as 'Attending". You can click on the event to see details about this event.

HOW TO PAY VOLUNTARY CURRICULUM CONTRIBUTIONS

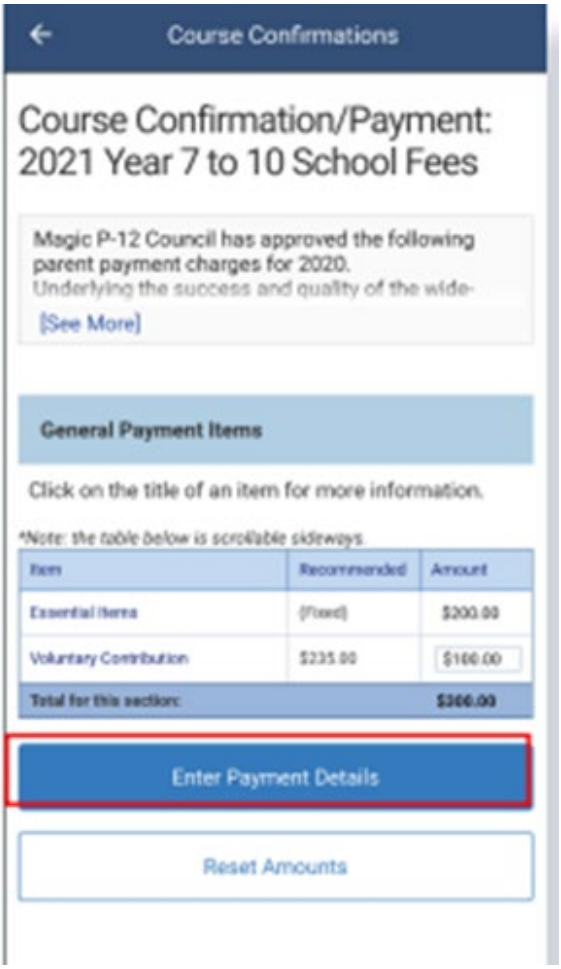
1. Click on the link for ‘Course Confirmations’ above your newsfeed.

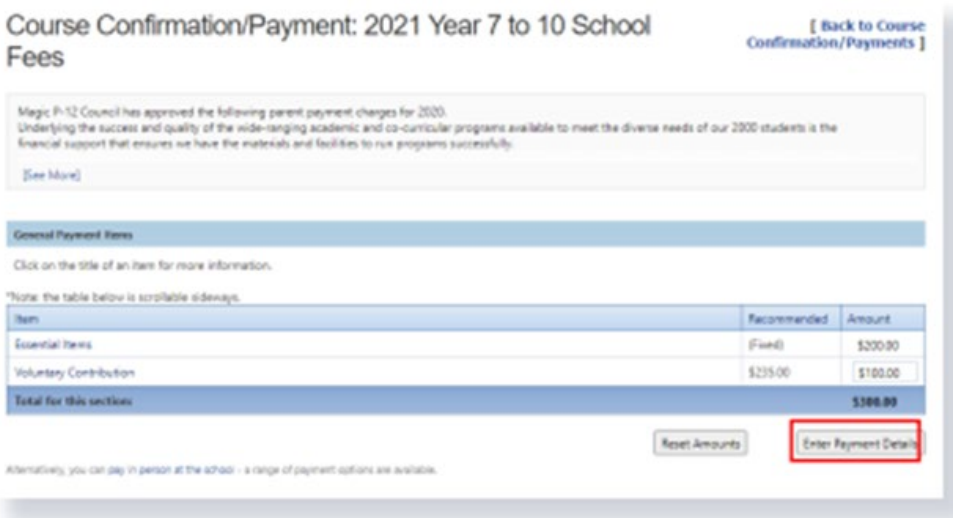




2. Select the Course Confirmation you wish to pay eg 2022 Voluntary Curriculum Contributions

3. Specify and confirm your payment and continue to payment

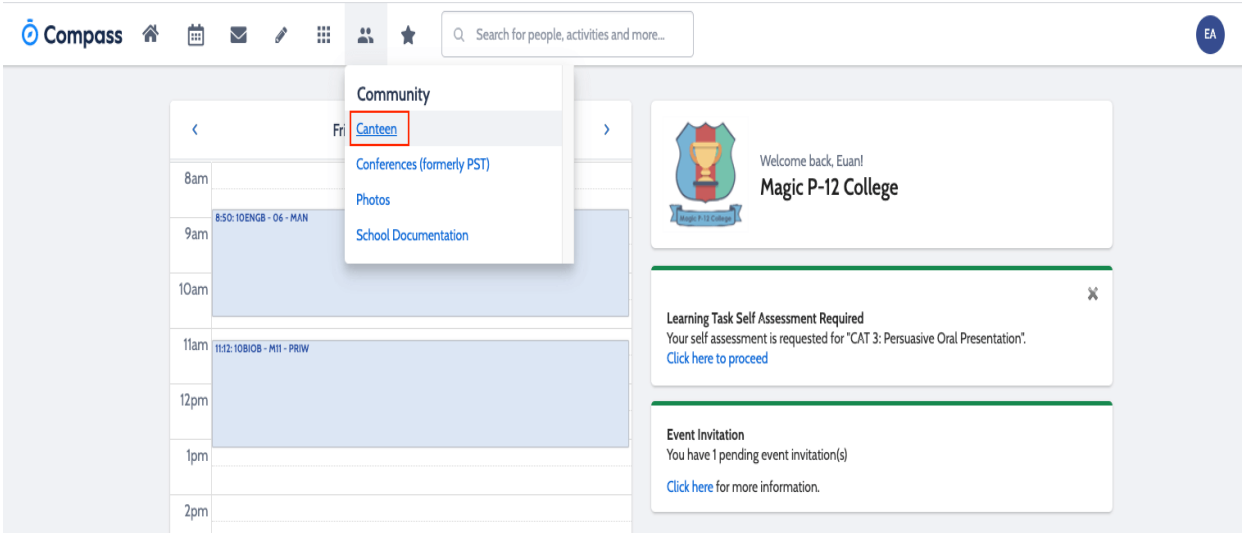

Course Confirmations
Course Confirmation/Payment: 2021 Year 7 to 10 School Fees
Magic P-12 Council has approved the following parent payment charges for 2020.
Underlying the success and quality of the wide-
[See More]
General Payment Items
Click on the title of an item for more information.
*Note: the table below is scrollable sideways
Item
Recommended
Amount
Essential Items
(Fixed)
$200.00
Voluntary Contribution
$235.00
$100.00
Total for this section:
$300.00
Enter Payment Details
Reset Amounts


Course Confirmation/Payment: 2021 Year 7 to 10 School Fees
[Back to Course Confirmation/Payments]
Magic P-12 Council has approved the following parent payment charges for 2020.
Underlying the success and quality of the wide-ranging academic and co-curricular programs available to meet the diverse needs of our 2000 students is the financial support that ensures we have the materials and facilities to run programs successfully.
[See More]
General Payment Items
Click on the title of an item for more information.
*Note: the table below is scrollable sideways.
Item
Recommended
Amount
Essential Items
(Fixed)
$200.00
Voluntary Contribution
$235.00
$100.00
Total for this section:
$300.00
Reset Amounts
Enter Payment Details
Alternatively, you can pay in person at the school - a range of payment options are available.

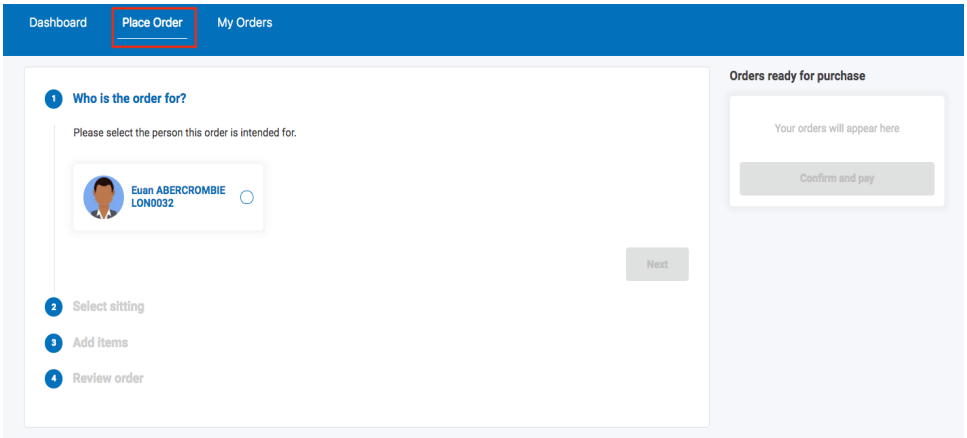
Canteen Ordering <u>via a web browser.</u>

We use the function ‘Canteen’ to order and purchase goods for fundraising events e.g Mothers Day stall, special lunch days etc.

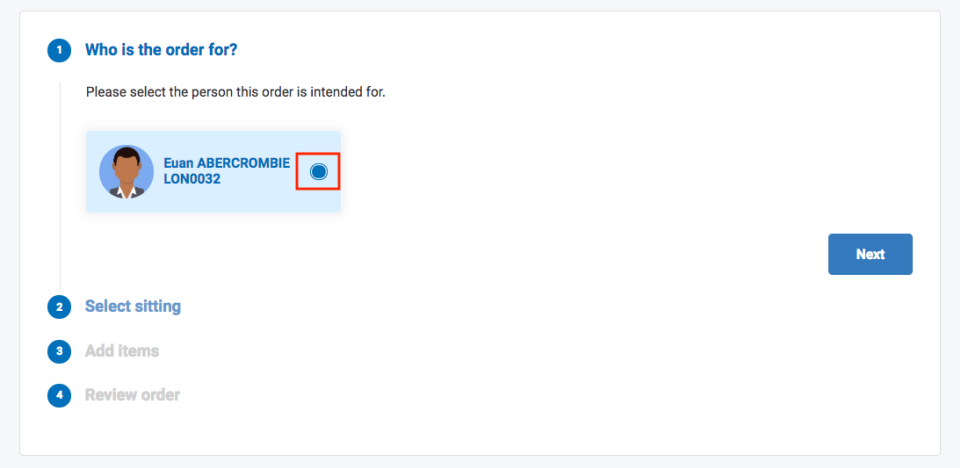
To place your order via the Compass portal you need to go to the Community menu and click ‘Canteen’



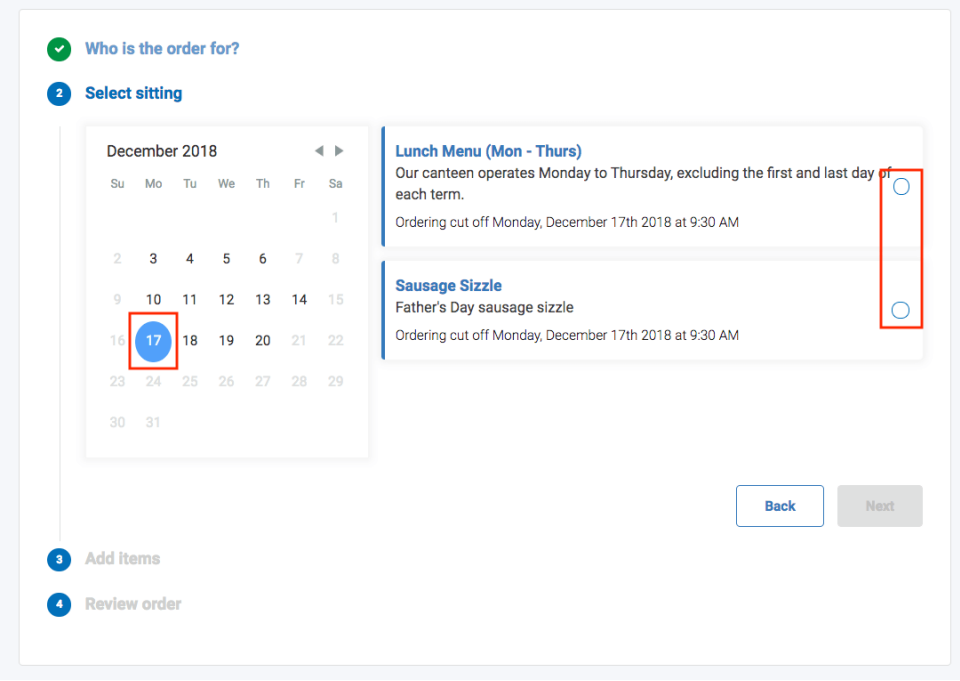
You will be taken to the ordering dashboard. To place an order you need to click on the ‘Place Order’ tab.



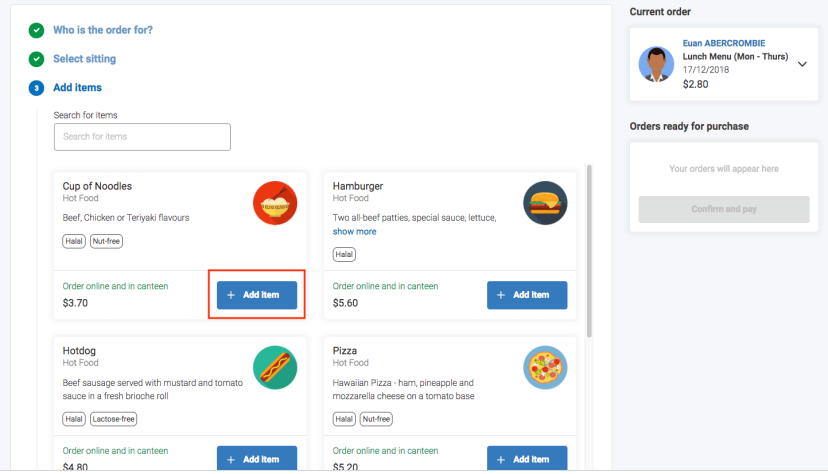
Select your child and click ‘NEXT’



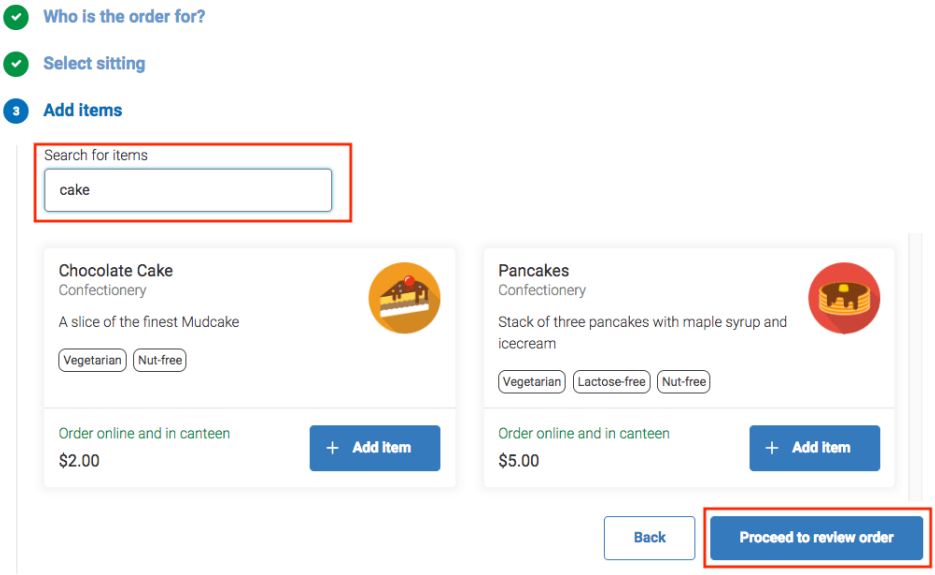
Select the menu you want to order from e.g. Sausage Sizzle and click ‘NEXT’.



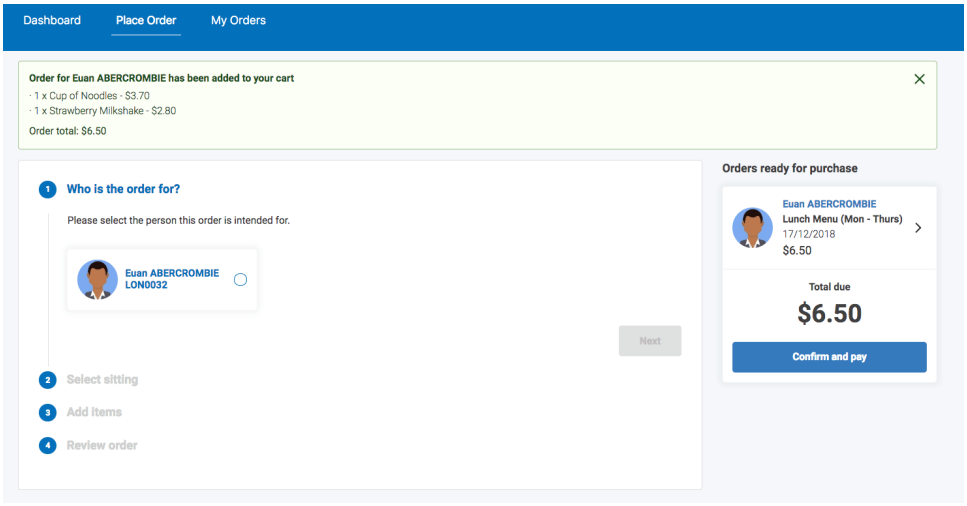
You can then click ‘Add Item’ to add to your order



You will see a summary total as you add items. When you have finished adding items to your order you need to click ‘Proceed to Review Order’.



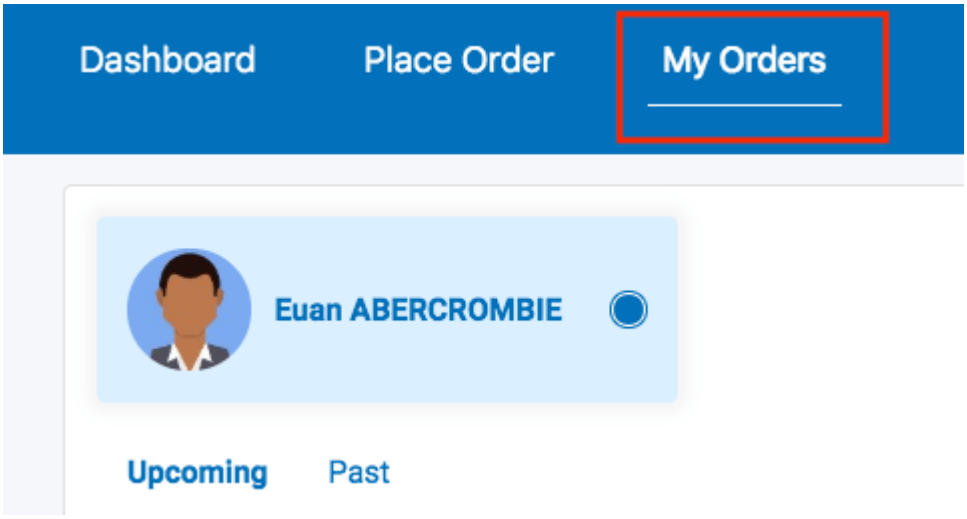
When you have finished reviewing your order click ‘Add Order’ and this will update your order from the cart and take you back to the start of the ordering screen where you can create another order or proceed to payment.



When you have finished ordering you need to click the ‘Confirm and Pay’ option to proceed. This opens the payment screen. When you have selected your payment method click ‘Process Payment’ to pay and complete the process.

Viewing upcoming or past orders:

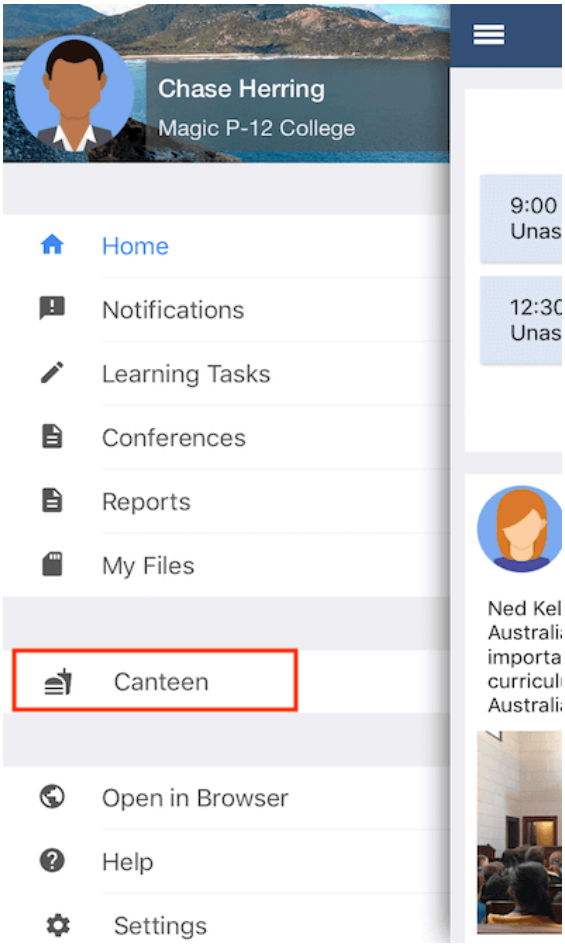
On the Canteen page under the Community menu you can click on the ‘Orders’ tab to view your upcoming or past orders.



To cancel an order locate your order on the Upcoming tab and click the cancel option.

OR Canteen ordering on the Compass App

To place an order on the app click the menu (three stripes icon) option and in the list click 'Canteen'



This screen has three tabs, Dashboard, Place Order and My Orders. Click the tab headers to go to it or swipe across to move between tabs.

Dashboard tab:

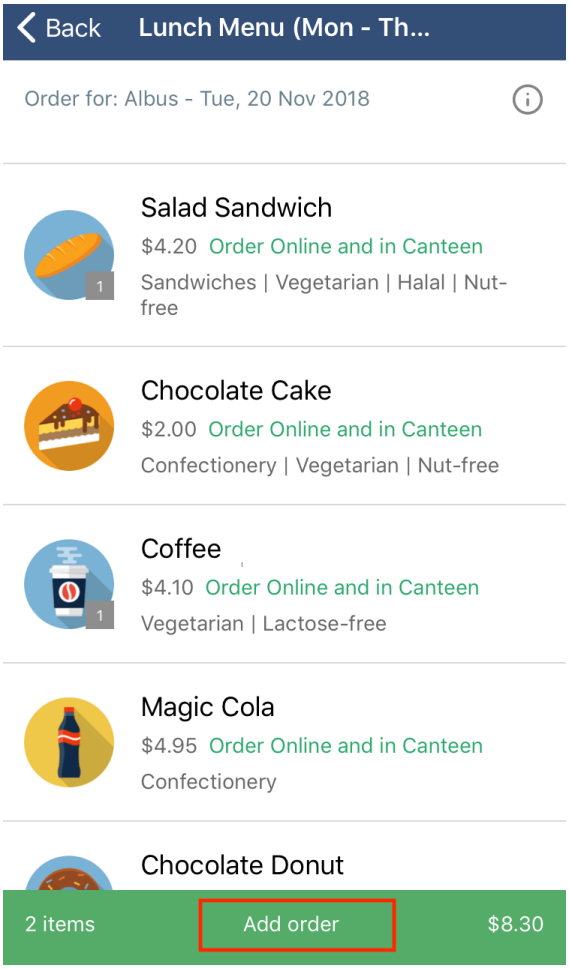
The Dashboard tab will show any upcoming orders.

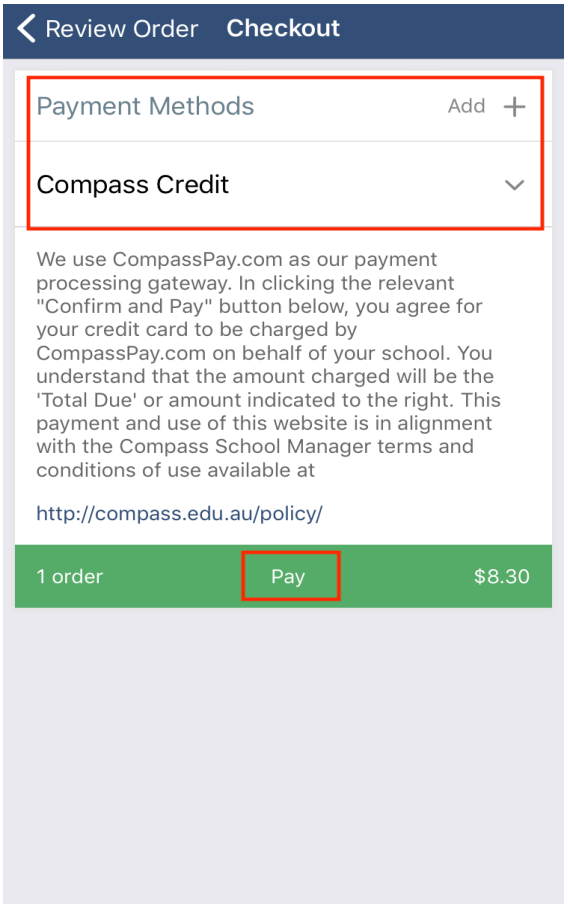
Place orders tab

To place an order move to the Place Order tab. e.g. Pizza Day

Click on date and choose from the available menus what you would like to order.

At the bottom you will see the summary showing what you have ordered. Once you have finished ordering click ‘Add Order’ to proceed.



When you are ready to pay for your order click ‘Proceed to Checkout’

Select your payment method and click ‘Pay’ to complete the process.