



**GIBBS STREET
PRIMARY SCHOOL**

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Welcome to Compass

A Guide for Parents & Families



What does Compass do for me?

Compass allows you 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's attendance and enter an explanation for absence or lateness.
- View the school calendar and school documentation.
- Download and view your child's academic reports.
- Pay and provide consent for events and school fees.

Our school will advise parents when each of these features becomes available for parent use

Accessing Compass

Compass is a web based system that is accessible on any modern web browser (Internet Explorer, Firefox, Chrome or Safari) or by downloading and using the Compass app.



To access the Compass Parent Portal via the internet, go to the following link: gibbsstps-wa.compass.education

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.

Compass Apps

You can download the Compass App on any Apple or Android devices, simply search for Compass School Manager in the store. Using the app you can:

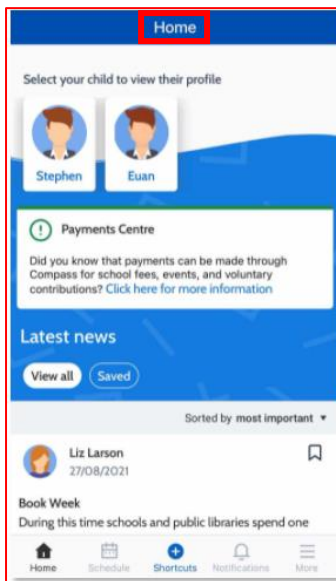
- View the school news feed.
- Receive messages from the school.
- View the school calendar.
- Book parent-teacher meetings.
- Add attendance notes.
- View academic reports.
- View and pay for school events.



Our school will advise parents when each of these features becomes available for parent use

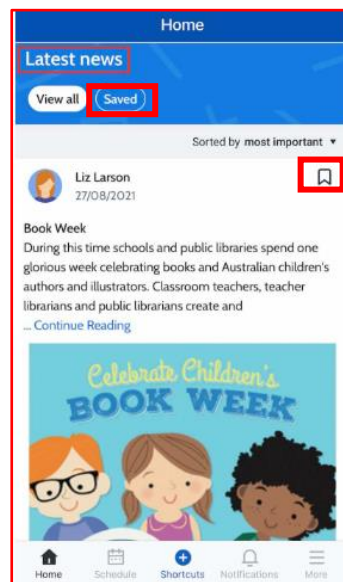
The Compass Home Screen

Log into your Parent App using the username and Password allocated to you by GSPS. The Home page will appear. On the Home Screen you will see your children enrolled at the school, the NewsFeed and the Navigation Bar at the bottom of the screen.



NewsFeed

View all the latest 'News' from the school from your Home Screen.



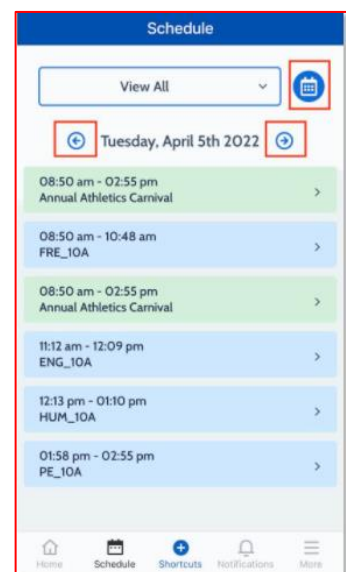
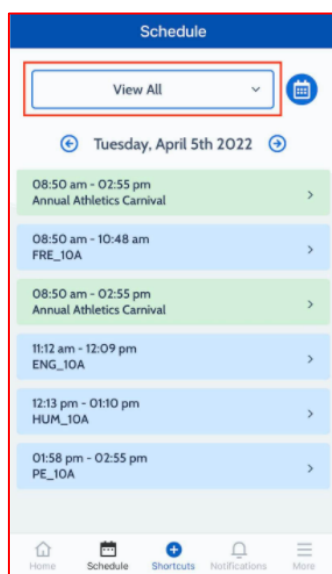
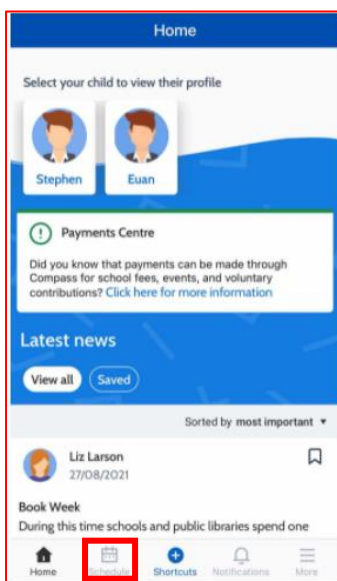
Click on the bookmark icon for a NewsFeed item to save it. Any saved items can be viewed on their 'Saved' newsfeed tab.

Schedule

Clicking the 'Schedule' button will show you any schedules and school calendar events that have been shared with you.

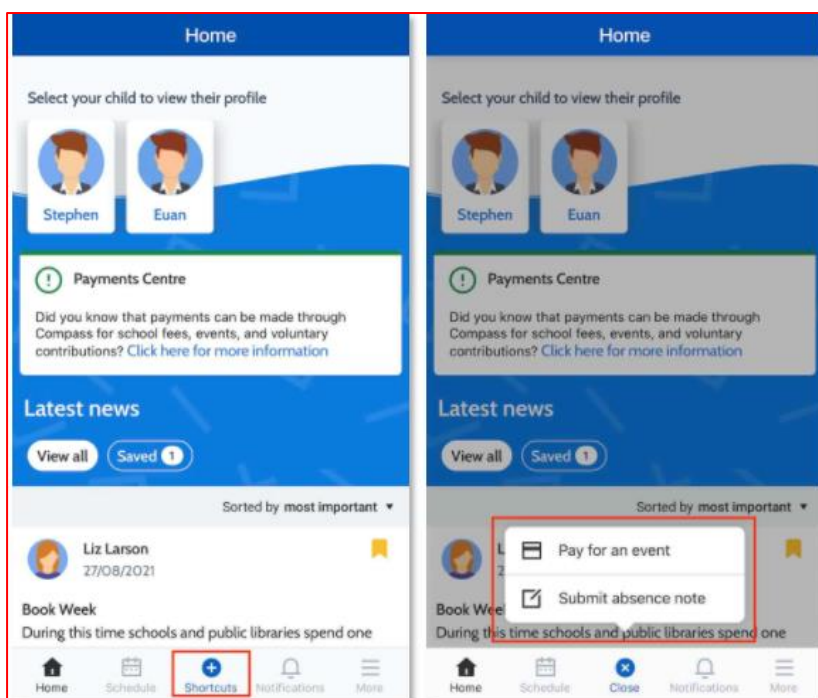
Make sure your default shows 'View All' at the top.

It initially loads with today's schedule but any date can be selected, either by using the forward or back arrows, or by opening the date selection tool.



Shortcuts

The 'Shortcuts' button gives parents quick access to add an **Attendance Note** or **Pay for an Event**.



Entering an Attendance Note

Parents can add absence notes by clicking 'Shortcuts' and selecting 'Submit absence note'.

If they have more than one student at the school, they will be required to select which child the note is being added for.

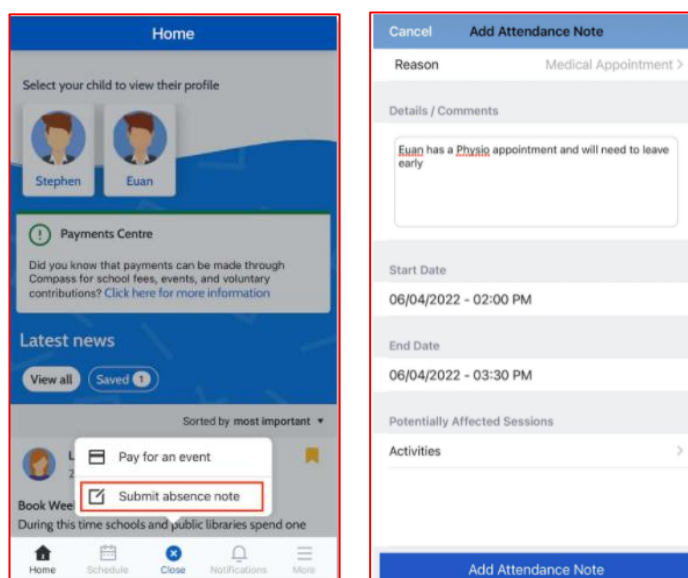
In the 'Note Screen' please select and enter:

Reason:

Enter in the Details/Comment:

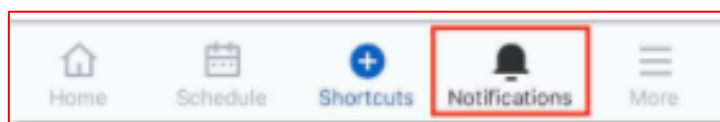
Select the Start and End Date:

When all content is added to the absence note, click the '**Add Attendance Note**' button and the absence note will be added to the student's record.



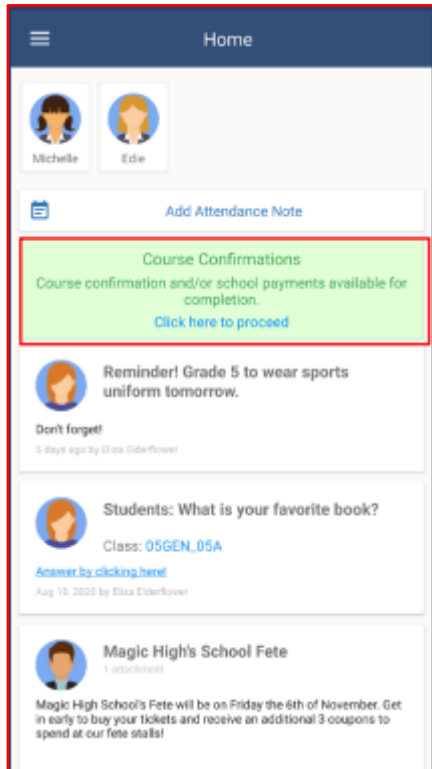
Notifications

Click on the '**Notifications**' menu to view any school notifications you have received.

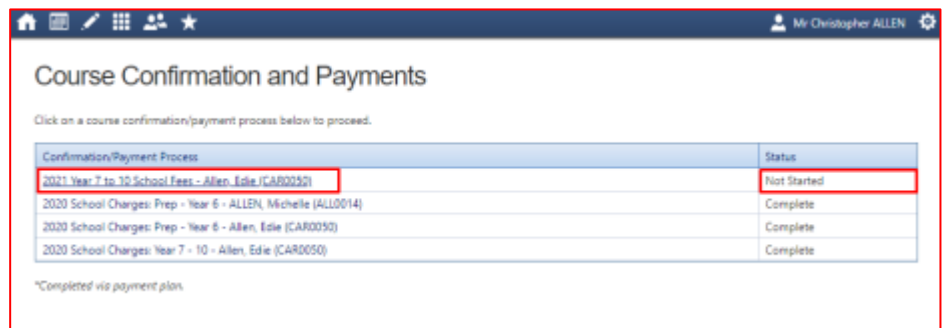


School Fees and Contributions Charges

Any school fees or voluntary contribution charges will appear in your 'Home Page' once they are ready for you to pay. Click on the link for 'Course Confirmations' above your 'NewsFeed'.



Select the Course Confirmations template you wish to complete.



Answer any questions and sign any agreements by writing your full legal name.

Specify and confirm your payment amounts and continue to payment.

Please note: Compass only accepts an Australian Issued Visa or Mastercard, please contact the school if you would like to use another method of 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	\$166.00
Total for this section:		\$366.00

[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.

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Item	Recommended	Amount
Essential Items	{Fixed}	\$200.00
Voluntary Contribution	\$235.00	\$166.00
Total for this section:		\$366.00

[Reset Amounts](#) [Enter Payment Details](#)

Alternatively, you can pay in person at the school – a range of payment options are available.

More

[More](#)

Mrs Sable BROOKS
 Magic P-12 College

Events Volunteering

Open in Browser Switch Accounts Help

Settings

About

Home Schedule Shortcuts Notifications [More](#)

Clicking 'More' will expand a range of options for you to access. The available options are: **Events and Volunteering.**

Click on '**Events**' to view any current event details.

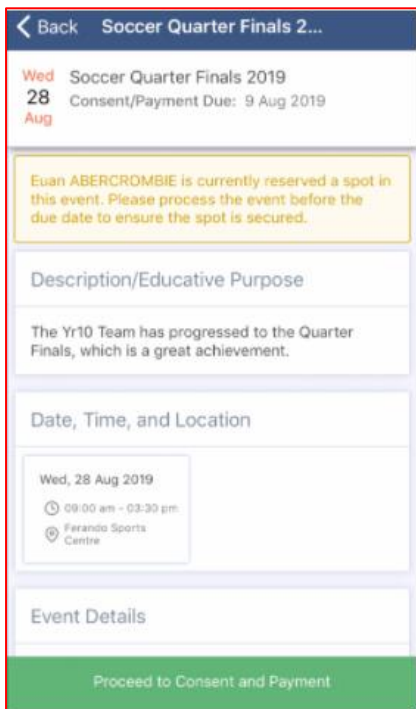
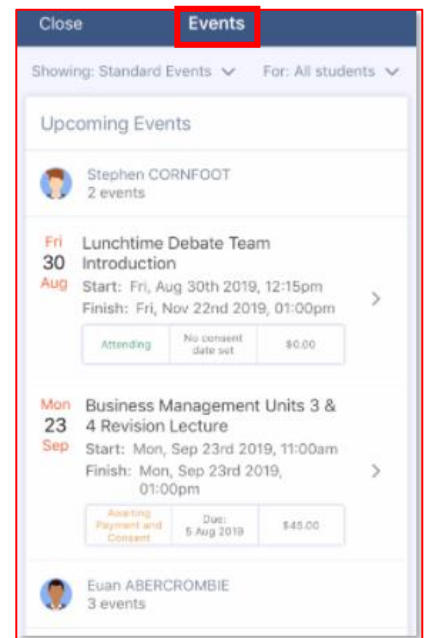
Click on '**Volunteering**' to see if anyone is needed for an event.

Events – Consent and Payment

If there is an event or events that require your action, you will see a notification when logging into the App or go to the “**More**” Menu and click on ‘**Events**’. This will take you to the ‘**Events Screen**’.

To **action** a school event, click the event from the list.

You can view the details for the event, there can also be documents attached to view. If the event requires consent and/or payment, click ‘**Proceed to Consent and Payment**’.



You will then need to review the **medical** details on file.

Answer any **questions** the school has requested for the event.

Review the **Contact** details and advise of any changes where applicable.

If the event requires parent **consent**, please type in your name in the applicable field.

If the event requires **payment**, please select the applicable payment method to process.

****Please note that payments will not be accepted via Compass after the end date of the event.**

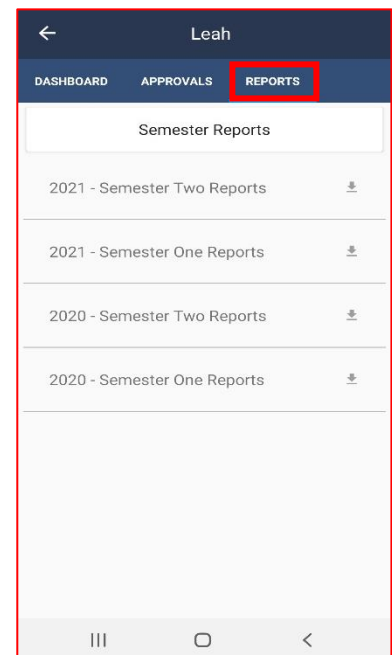
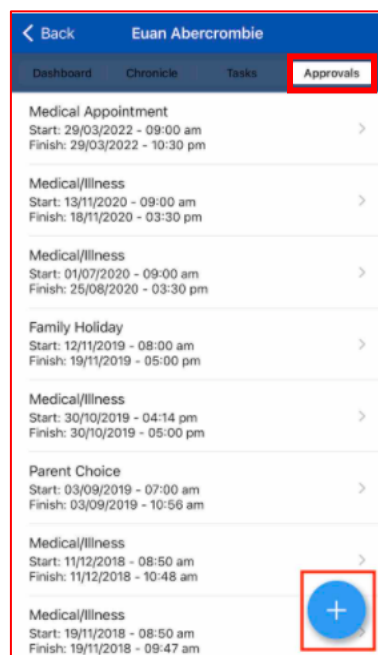
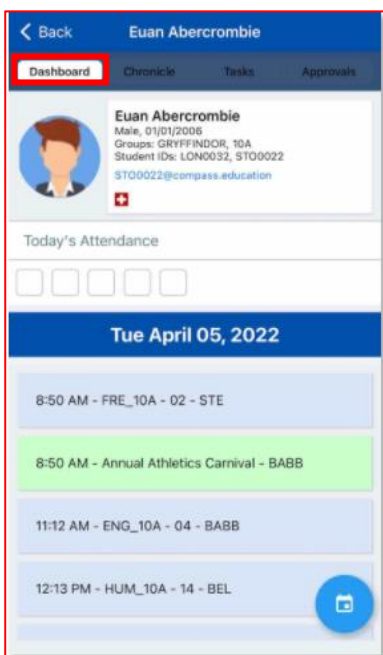
Student Profile

Click on your 'child's picture' to go to their profile screen. The following tabs will appear:

Dashboard: This tab will show some basic information about your child and their ID photo image if there is one on file. It will also show their schedule for today's date. Parents can click the blue icon in the bottom right to view another date.

Approvals: This tab shows any attendance notes/approvals your child currently has. Parents can click the blue icon in the bottom right to add an attendance note.

Reports: This tab will allow you to download any school reports currently available for your child.



Privacy and Security

When you use Compass you will notice a padlock appears in your browser's address bar on the left.

This is because Compass uses a technology called TLS (Transport Layer Security). This means that your Compass session is encrypted and secure. Further, Compass adheres to PCI DSS compliance obligations to ensure any credit card details are managed safely, consistent with industry credit card regulations.

We are committed to the privacy of your information. Full information on the Compass Privacy Policy can be found at <http://www.compass.education/policy>





Homepage Translation

Compass now has the ability to translate your school homepage.

When enabled parents, students and staff can use the translate functionality to change their Compass homepage to their preferred language.

Please note that this is available for the homepage on a web browser only.

How can you get Homepage translate enabled in your school?

Contact Compass Support via this [link](#) or through the Cog icon in your portal and click Support.

Let them know you would like the Homepage translate enabled! Easy!

