

Dear parents/carers

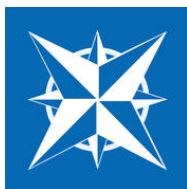
To try and improve communication of information between school and parents we have bought in Compass School Manager as our Parent Portal.

Wednesday 15th July was our parent information session but if there are any further queries, confusion, lost passwords or help you require to use the facility please contact the school and we will be happy to help you

Below is information and guidance about how to find compass, your usernames and passwords and some instructions on how to use some of the main features;

Web address: <https://sherbrooke.vic.jdlf.com.au/>

There is also an app for iphones and ipads it is called Compass school manager and has the logo



To then log in you need to enter your name and password, once entered for the first time you will need to change/personalise your password. If you lose your password please contact Jacqui and she can reset it for you

On the app

The home screen will have any children enrolled at Sherbrooke Community School You can look at their schedules and open lessons to look at student lesson plans and information

On the computer web site

Using our parent portal you will be able to -

- **Access your child's Student Semester Reports**

How: Just click on the view academic reports under your child's name, previous and current reports can be accessed this way.

- **Book your Parent/Student/Teacher conferences**

How: Click on the 2 person logo at the top of the screen (community) and any available parent teacher conferences will be there to book in a time. An email will be sent to you when new parent teacher conferences are available to book.

- **View up-to-date class and school attendance information**

How: on the home screen under your child's name in profile (attendance schedule report)

- **Approve or enter upcoming or past absences for your son/daughter**

How: If the student has any unexplained absences that need approving an alert will appear in the top right hand corner of their Compass homepage.

By clicking on this alert they will see a list of all of the instances where the student has been marked late or not present and these are not covered by any form of approval. The parent can then select the approvals that they want to approve and then click the '+ Parent Approval' button at the top of the grid. Parents cannot edit or delete approvals once an approval has been entered into Compass and will need to contact the school if an approval needs amending.

Parent's can also add approvals ahead of time using the Action Button next to their student's name from the Compass home page. This allows them to add an approval and select the date range for the approval. Clicking on the '+ Parent Approval' will open the 'Parent Approval Editor' screen. Parents can select a category, add notes and also select a date range for the approval.

- **Download, print and approve upcoming excursions**

How: The events button link at the top of the page (under organisation) will allow access to upcoming events and details, ability to approve, print and pay (as of term 4) can be accessed here

- **Complete your child's course information**

How: on the squares at the top (organisation) if there are any course approvals for your child they will appear here

- **Pay school fees, charges and contributions** (to be included later in the term)

How: follow the same link as above these will start to appear in term 4 for next year. If you pay through compass any payments are visible using the cog logo in the top right hand corner under my payments

- **Update your registered email and mobile number** (used for SMS alerts)

How: use the cog facility in the top right hand corner and the update my details facility

- **Access information regarding upcoming events and news**

How: the events upcoming will be under organisation (square logo) and events at the top of the home screen

- **Monitor submission and feedback of students tasks and assessments throughout the semester**

How: On the home screen under your child's name there are links for upcoming tasks and assessment and any, which are overdue. When you click on the task, marks and feedback can also be viewed and for some a conversation facility with the teacher.

- **Find out what will be available/specials in the canteen next week**

Under school resources (community button, people) Laura will be adding canteen specials and prices.

- **Parent information on working bees, up and coming fundraising and school events**

These will be emailed to you but can also be found on resources or events

Tiq Biz will also run for the duration of the year.

Regards

Jacqui Wiltshire
Acting Assistant Principal
Sherbrooke community School