

Compass

What is Compass?

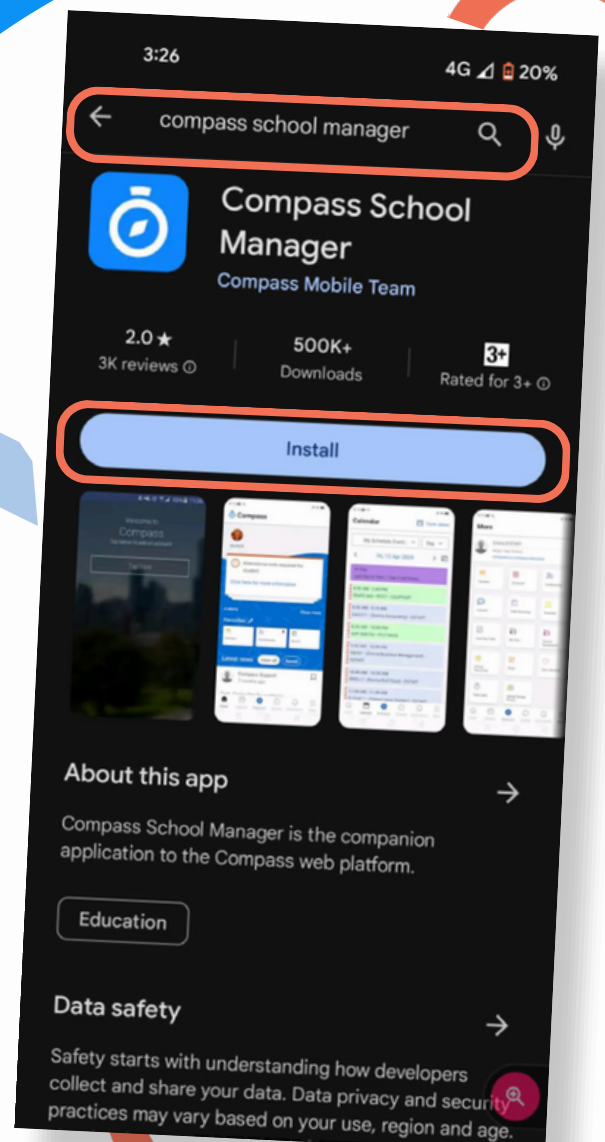
It is the new
app for our
school!

Use it to
receive school
news, to report
your child's
absence & see
the calendar

Download
the Compass
app for your
phone



Search for Compass
School Manager



What's in the Compass parent portal?

Your child's profile

- View/manage attendance
- Submit absent or late notes

Important reminders

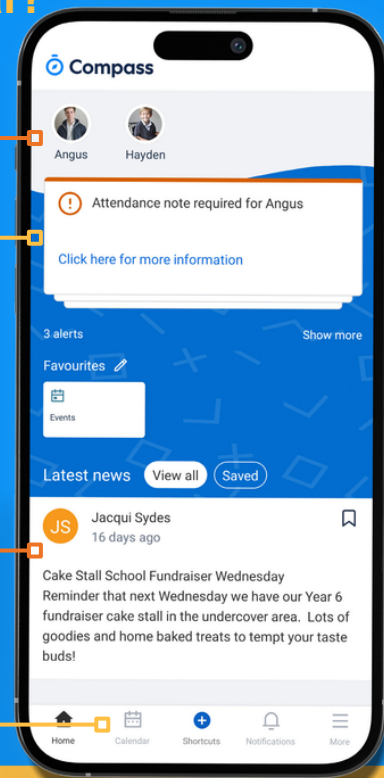
- For attendance notes

Latest school news

- Receive news updates relevant to your child such as notices or details of upcoming events

Calendar

- View your child's upcoming school events

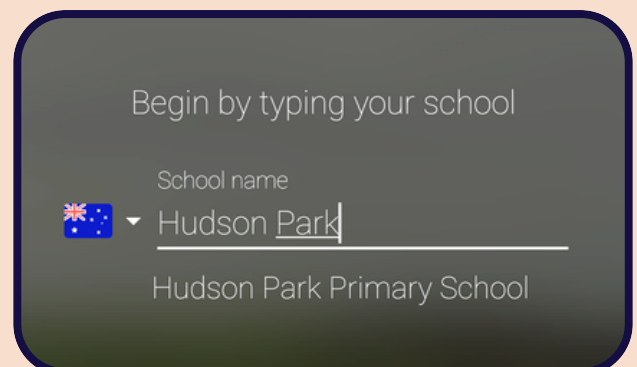
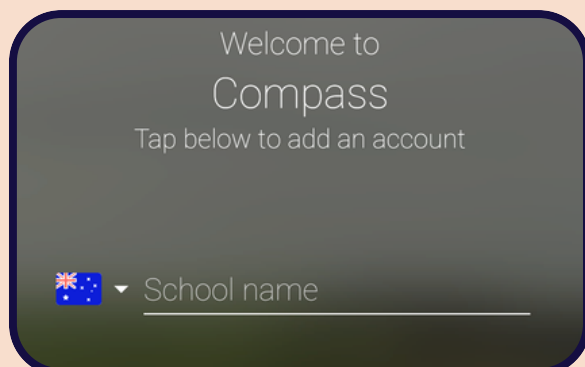


Follow the instructions in this booklet to use the app

Open the App

- **Begin by typing your school**
- **School Name**
- **Type in *Hudson Park***
- **Click *Hudson Park Primary School***

A



Login to your Compass portal for the first time

From your child's school's Compass login page use the login details sent to you by the school in the envelope:

1. Enter your username
2. Enter the temporary password
3. Select Sign in

Note: Compass will send an authentication code to your mobile

4. Confirm contact details and proceed to the home page

Mr Juniper ADAMS

Mobile

04XXXXXXX

Email*

jadams@email.com

Proceed to home page

Update details

HUDSON PARK PRIMARY SCHOOL

Hudson Park Primary School

Username

Username

Password

Password

Sign in

Or

Parent sign in with one-time code

Remember me

Can't access your account?

Home page

You will always be taken to the Home page by clicking on the HOME icon

Here you will see:

- NEWS
- NOTES
- NOTICES
- MESSAGES
- ATTENDANCE NOTIFICATIONS

Check Compass each day for these messages and updates. If you do not receive alerts, turn on notifications for Compass in your phone settings

Compass

Angus Hayden

Attendance note required for Angus

Click here for more information

3 alerts Show more

Favourites

Events

Latest news View all Saved

Jacqui Sydes 16 days ago

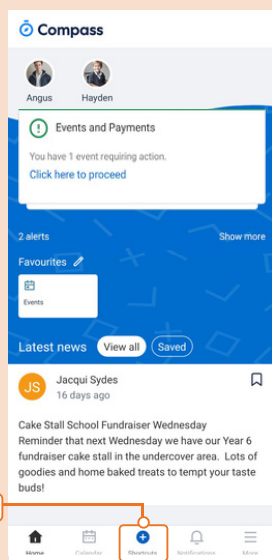
Cake Stall School Fundraiser Wednesday

Reminder that next Wednesday we have our Year 6 fundraiser cake stall in the undercover area. Lots of goodies and home baked treats to tempt your taste buds!

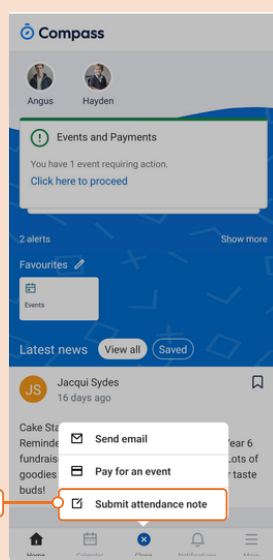
Home Calendar Shortcuts Notifications More

Absence

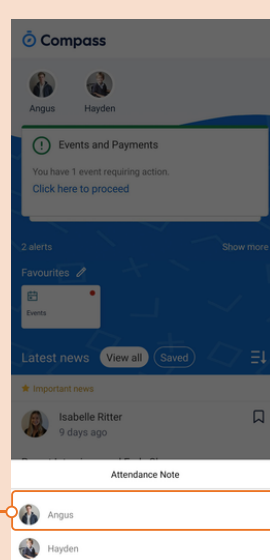
Send an absent note - start on the home page



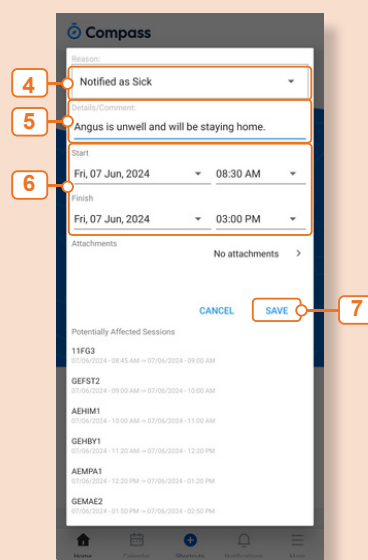
From the menu
select the
Shortcuts
button



From the popup,
select **Submit**
attendance note



From the popup,
select your
child's name



- Select a **Reason** from the dropdown
- Enter info in the **Details/Comments** box
- Select **Start** and **Finish Date** and **TIME** of absence
- Select **SAVE**

Absence - text link

If your child is marked absent at school without approval you will receive a text message with a link.

Click on the link in the text to explain the absence.

