

By now most parents should have the Compass App, our new Student Information System. This app will enable parents to advise the school of non attendance, receive semester reports and as more features are opened provide consents for excursions, view attendance data and receive event information.

**Instructions on how to upload the app onto a device** – [Click here](#)

IMPORTANT: Please check that you have logged onto this app in your own name. Some parents have the same email recorded on our system and have entered dad's rather than mum's unique details or vice a versa. To have your unique codes reset, please call or email the school. Also please update us with your email address.

**To report an absence:** Choose your child's picture; Go to the "approval" screen; + Button (add "Absence" details); Date (should be the DAY of the absence, ie Friday 10<sup>th</sup> May)

**To turn off notifications:** If you wish to turn off notifications so you don't receive SMS or information from the school you will need to do this in the app

**Replying to SMS Message:** Once you have clicked on the link in the SMS and placed the absence information into the App, this information is automatically saved, and the link automatically disappears. There is NO submit button.