



ST CANICE'S PRIMARY SCHOOL

Dear St Canice's Families,

Compass is the school management system that St Canice's will use to communicate with parents and carers 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.
- Download and view your child's academic reports – as there will be no paper reports distributed.

Compass is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps. To access the parent portal, you will require your unique family username and password. These details were provided to you by email during term 1 please check your junk mail. Upon first login, you will be required to change your password and confirm your email address and mobile phone number.

You can download Compass App on iOS and Android devices, search for Compass School Manager in the store.

- Using the app you can:
- View the school news feed
- Receive messages from the school
- Add Attendance Notes
- View academic reports
- 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. Entering an Attendance Note from the Compass home screen (or from your student's profile)

- click the Add Attendance Note
- From the pop-up window
- Select the reason
- Enter a brief description of the absence
- Select the start and finish time
- Click the 'Save' button

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.

Viewing Academic Reports

From the home screen, click on the 'View Academic Reports' or navigate to the 'Student Profile' click the 'Reports' tab.

A list of 'Academic Reports' will be displayed.

Click the report title to download the PDF.

We will notify all families when reports have been uploaded and are available for viewing.

Miriam Meaney
Principal

GrowthThrough Love & Learning

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