

IRAMOO PRIMARY SCHOOL No.5152



IMPORTANT INFORMATION – ONLINE NOTIFICATION OF ABSENCES

Thursday, September 6, 2018

Dear Parent/Guardian

As part of our continuous implementation of the COMPASS Education School Management System we are ready to activate the online notification of absences.

From Monday, September 10, 2018, you will be able to enter online notifications explaining your child(ren's) absence via the COMPASS online portal.

If you are entering a notification on the day of your child(ren's) absence:

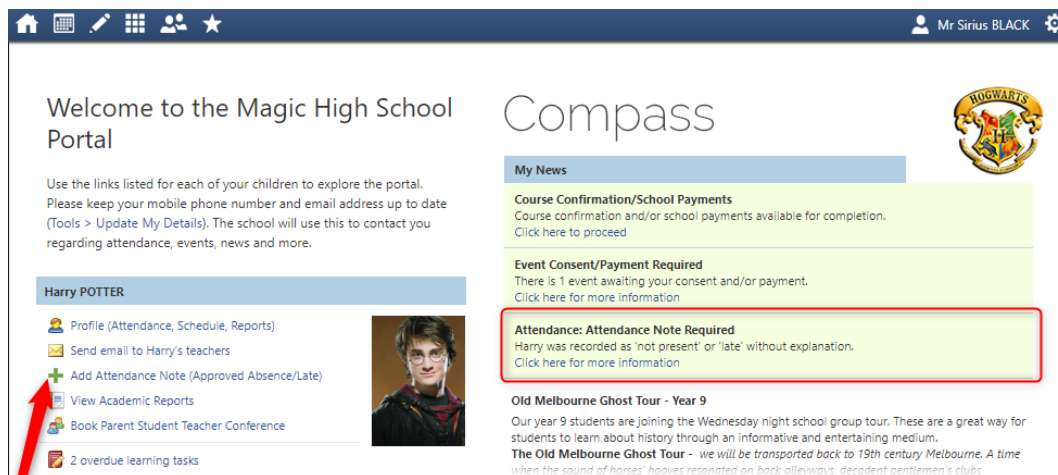
- Before 10 a.m., you will need to use the *Add Attendance Note* situated next to your child's photo.
- After 10 a.m., you will need to use the *Attendance Note Required* located under My News.

Notifying our school of your child(ren's) absence either prior to, or on the day that they will be away, helps ensure their safety and wellbeing and fulfils your legal responsibility.

To access the COMPASS Parent Portal, go to our COMPASS page at:

<https://iramooops-vic.compass.education/>

Below is a screenshot of what you will see.



The screenshot shows the Compass parent portal interface. On the left, a navigation menu for 'Harry POTTER' includes options like 'Profile (Attendance, Schedule, Reports)', 'Send email to Harry's teachers', 'Add Attendance Note (Approved Absence/Late)', 'View Academic Reports', 'Book Parent Student Teacher Conference', and '2 overdue learning tasks'. A red arrow points to the 'Add Attendance Note' option. The main content area features a 'Compass' header with the Hogwarts crest. Below this, there are three notification boxes: 'Course Confirmation/School Payments', 'Event Consent/Payment Required', and 'Attendance: Attendance Note Required'. The 'Attendance' box is highlighted with a red border and contains the message: 'Harry was recorded as 'not present' or 'late' without explanation. Click here for more information'. At the bottom, there is a notice for the 'Old Melbourne Ghost Tour - Year 9'.

The Education Act (1990)* requires parents to ensure that children of school age attend school every day as it is the single most important part of a child's education.

As with all new systems, there is always the possibility of error. Your understanding and patience is appreciated during the implementation phase. If you have any further questions, please contact the school.

**RAQUEL TWEEDLEY
ACTING PRINCIPAL**

* You will still have the option of sending a note to school or telephoning our school office to explain your child(ren's) absence.