

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:

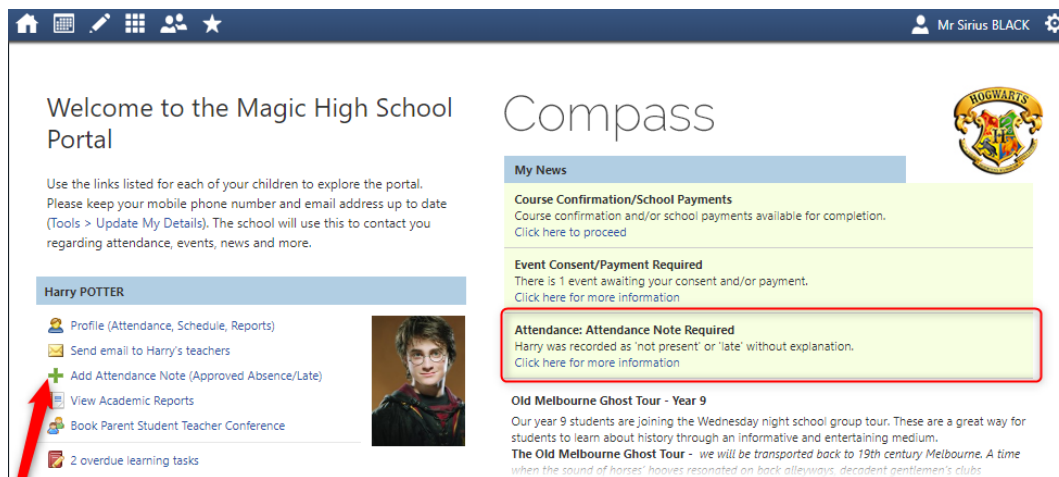
- Before 10 a.m., you will need to use the *Add Attendance Note* situated next to your child's photo.
- After 10 a.m., you will need to use the *Attendance Note Required* located under My News.

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. At the top, there is a navigation bar with icons for home, calendar, edit, grid, users, and star, along with the user name 'Mr Sirius BLACK' and a settings gear. The main content area is titled 'Welcome to the Magic High School Portal' and includes instructions to use links for children to explore the portal. Below this, there is a section for 'Harry POTTER' with a list of actions: Profile (Attendance, Schedule, Reports), Send email to Harry's teachers, Add Attendance Note (Approved Absence/Late) (highlighted with a red arrow), View Academic Reports, Book Parent Student Teacher Conference, and 2 overdue learning tasks. To the right, the 'Compass' logo and 'My News' section are visible. The 'My News' section contains three items: 'Course Confirmation/School Payments', 'Event Consent/Payment Required', and 'Attendance: Attendance Note Required' (highlighted with a red box). The 'Attendance: Attendance Note Required' item states: 'Harry was recorded as 'not present' or 'late' without explanation. Click here for more information'. Below the news items, there is a section for '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.