



# St Clare's High School

Davis Street, Taree 2430

Telephone (02) 6552 3300

Fax (02) 6552 3656

Email [admin@tareesc.catholic.edu.au](mailto:admin@tareesc.catholic.edu.au)

COMPASS NEWSLETTER 2/2017

31 OCTOBER 2017

Dear Parents/Guardians of St Clare's

Compass Website <https://tareesc-nsw.compass.education>

Thank you to the parents who have logged in and are using Compass. There are over 400 parents/guardians currently using Compass. If you have not received the letter advising you of your username and password, please contact the office staff and they will generate a username and password for you. When you log in please ensure that your mobile number and email address are accurate.

Compass will be the main communication tool for the school from 2018. Notifications regarding critical incidents, students returning late from excursions and general information will be sent through the Compass Parent Portal. The school will trial sending school newsletters via the Parent Portal commencing November. The newsletters will also be sent via email for the remainder of 2017. You will also be able to see zones and awards that have been allocated to your child. Reports for Years 8 & 9 will be issued using Compass; Years 7 & 10 will be issued as per Semester 1.

Many parents are entering absences directly in Compass. Please enter full day absences only into Compass, do not enter partial absences as the time that the student enters school needs to be entered by the office staff so the arrival time is accurate. If you are sending absence notes to school with your child, please ask them to give the note directly to the office staff and not to their PC teacher. You only need to advise the school of the absence once in order for it to be entered as an explained absence. **If your child is away during the Assessment Period you are required to phone the school to notify the office of your child's absence. For all the procedures relating to Assessments please refer to the Assessment Policy which is available on the school website.** <http://tareesc.catholic.edu.au/curriculum/assessment/> Your child has been given a hard copy of the policy.

## Attendance tips

You will notice in the attendance summary area that the fields are colour coded.

**Pink** = Unexplained Absence, **Green** = Present, **Blue** = School Business, **Orange** = Explained Absence.

How to view absences

- Home page
- Profile (Attendance, Schedule, Reports)
- Attendance tab
- You can view attendance information

Enter an absence prior to the absence date

- Home page
- Add Attendance Note/Approval
- Click
- Enter the reason – if the reason isn't listed – please contact the school
- If the reason is available – use the appropriate dropdown box
- Enter detail comment
- Select appropriate date (**leave the times as set in Compass – only use this function for full day absences**)
- Contact the school to enter partial absences
- Students to hand in all absent notes to the office staff
- Absences of 10 days or more require completion of Form A1 which is available from the office and requires the approval of the Principal

Print an absence note from Compass

- Home screen under My News
- Attendance: Attendance Note/Approval Required
- Click here for more information
- The list of unexplained absences are displayed under the Unexplained tab
- Select the absence
- Select print unexplained letter, sign and return to the office within 7 days of the absence

How to print a full attendance report

- Home page – you will see your child's profile
- Attendance
- Full record
- Complete attendance with comment
- Generate in the selected format – PDF copy
- Generate Report

**STUDENT ABSENCES:** If your child is absent from school, it is important to tell the school and provide a reason for your child's absence **within 7 school days**. After this time the absence, by law, must remain as **unexplained**.

To explain an absence parents and carers may:

- Enter full day absences into Compass
- send a note, fax or email to the school
- telephone the school, or
- visit the school

**LEAVE NOTES & STUDENT MESSAGES:** It would be appreciated if parents/guardians would send in a **written note** if their child needs to leave early for appointments etc. Notes should be handed in at the front office in the **morning before roll call**. If parents/guardians need to notify their child of a change of afternoon arrangements, it is necessary to **phone the school prior to 2:25 pm** (End of Lunch – Monday, Tuesday, Wednesday & Friday) or **prior to 1:55 pm** (End of Lunch – **Thursday Sport**) as it is often difficult to locate students if their last lesson is a PE Prac or there has been a room change. Students cannot be collected from the school during school hours by **anyone other than a parent or guardian without written permission**. Thank you.

**LATE NOTES:** Lateness to school is recorded as a partial absence and must be explained to the school the same way as other forms of absence. **Arriving Late for school requires a handwritten note from a parent/carer or a phone call from a parent/carer** or the absence is recorded as an unexplained partial absence. Thank you.

All Compass Information guides are available on the school website <http://tareesc.catholic.edu.au> . To date the link to the Compass Website, The Parent Portal – Compass How to Guide, Compass – Additional Information and the Compass Collection Notice 2017 have been added to the site. The link and documents are available under the Information, Compass tabs.

If you require further information regarding Compass, please contact the school.

Regards

Compass School Implementation Team