

# St Mary's Catholic Primary School, Toukley

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9/3/2020

Dear Parents,

As you would be aware, in June 2019 our school moved over to the Compass Parent Portal via the 'Compass School Manager' app. All schools within the Broken Bay Diocese are now using Compass. Since June, many families have logged in and have successfully used Compass since then. Thank you!

Last June, when we launched Compass, you first received an email with a unique login username and temporary password. **Last week, these were emailed out again to any parent who had not yet logged into Compass.** A Compass Parent Guide was also sent home last year (and is on our school website), to support you in navigating Compass.

Why is it important for all parents to access Compass? Compass is now a main way for communication between home and school. From Monday March 9<sup>th</sup>, the Compass Parent Portal will be the way parents:

- Log a child's absence (sick or holidays). This is now used instead of calling the school office
- Receive permission notes and give permission to attend events such as excursions, carnivals and gala days
- Receive and view your child's school report
- Receive reminders in the news feed of upcoming events and event cancellations
- Receive the school newsletter
- Book half yearly interviews and other significant events.

If you haven't already, please log on to the 'Compass School Manager' app today. We encourage both parents to download this app so you can each access the features mentioned above. We know, like anything, it takes time to become familiar with a new app and process, so if you have any questions or would like anything clarified, please call the school office on 4396 5100.

Kind regards,

A handwritten signature in black ink that reads 'Emma Sellars'.

Emma Sellars  
*Assistant Principal*