



GOOD SHEPHERD PRIMARY SCHOOL

134 Hyatts Road, Plumpton 2761

Mail Address: Locked Bag 1001 Plumpton NSW 2761

Telephone: (02) 9836 7100 Fax: (02) 9836 7199

email: goodshepherd@parra.catholic.edu.au

website: www.gsplumpton.catholic.edu.au

22/07/2022

Dear Parents and Carers

We would like to welcome you to our Compass Parent Portal, a new way to engage with our school community.

Compass will be our primary communication tool that will facilitate effective communication between home and school. A letter will soon be sent via email to all enrolled families with your login details for Compass. It is most important to keep your Username and Password secure, just like your bank account details, they should not be shared with anyone, including your children.

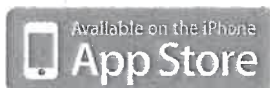
Using the Compass Parent Portal you will be able to:

Be informed of important updates, events and reminders

- Review your child's attendance
- Provide explanations for periods of absence
- Update your contact details

Accessing Compass

Compass is a web-based application that is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by downloading the App called 'Compass School Manager' available through Apple Store or Google Play store for Android users. Parents can also access the Parent Portal on your computer via the website: <https://www.gsplumpton.catholic.edu.au/>



FOR IPHONE AND IPAD USERS

Click on the "Download on the App Store" button above, or go to the Apple App Store, search for "Compass School Manager" and download the free Compass app. Search for *Good Shepherd Primary - PLUMPTON* and you're ready to go!

FOR GOOGLE ANDROID USERS

Click on the "Get it on Google play" button above, or go to the Google Play Store, search for "Compass School Manager" and download the free Compass app. Search for *Good Shepherd Primary -PLUMPTON* you're ready to go!

Access Details

The first time you log-in you will be required to change your temporary password and confirm your email address as well as your mobile phone number. These details will be used by the school for student absent notification, password recovery and email communication. This login will allow you access for all the children in your family. Please do not hesitate to contact the school if you require any further assistance.

Tricia Carr

Mrs Tricia Carr
Principal

How to submit an attendance note

SMS

Luke Lee has been marked absent from school 27/04/2022. Please click on the link to add an attendance note. mpass.co/84SUPbx8p

1 Click on the link received via SMS

Drop-down Reason list

Details

3

2

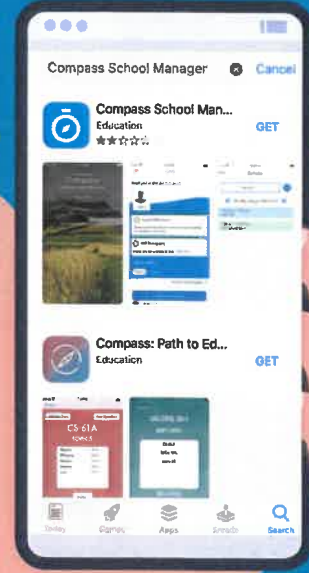
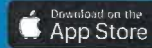
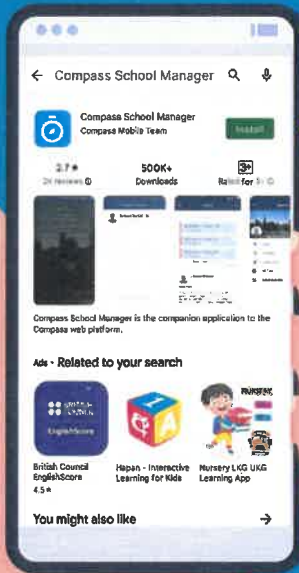
4 Submit

Add Attendance Note

The image shows a hand holding a smartphone displaying a web form for submitting an attendance note. The form is titled 'Ms Penny Lee' and includes the following fields: 'Absent Child' (Luke Lee), 'Reason' (Medical - Illness/Injury), 'Details / Comments' (a text input area), 'Start Date' (23/09/2021, 08:00), 'End Date' (23/09/2021, 17:00), 'Attachments' (Add Attachment), and 'Today's activities'. A blue button at the bottom of the form is labeled 'Add Attendance Note'. The background of the entire graphic is blue, with an illustration of a family (father, mother, boy, girl) on the left and a hand holding the smartphone in the center.

Download the Compass App for Parent Portal

1 Search for Compass School Manager app

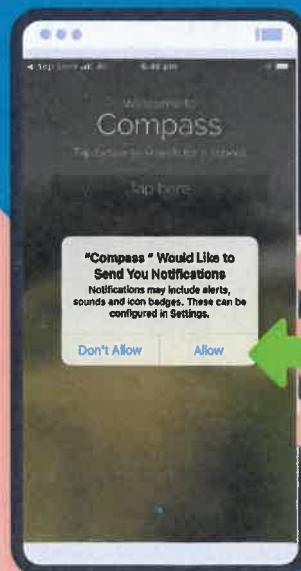


2

Install / Get

3

Using details from your parent login letter, log in to the parent portal for the first time



Allow notifications

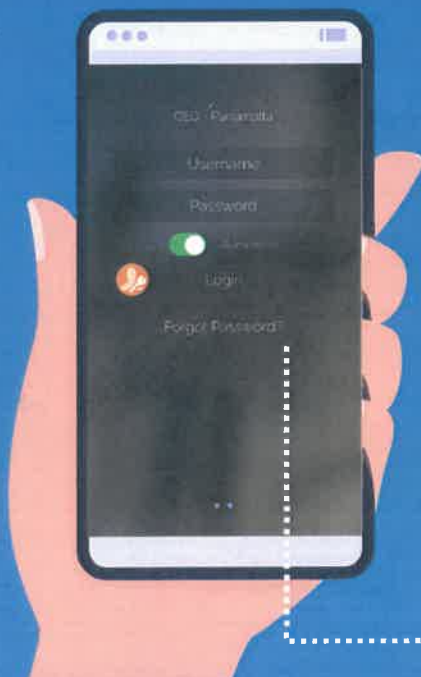
4

Download the Compass App for Parent Portal

5 Search and select your school name



6 Enter your username and password



Confirm your details
and create a new
password

Choose this if you forget
your password

