

Dear Parents/Carers

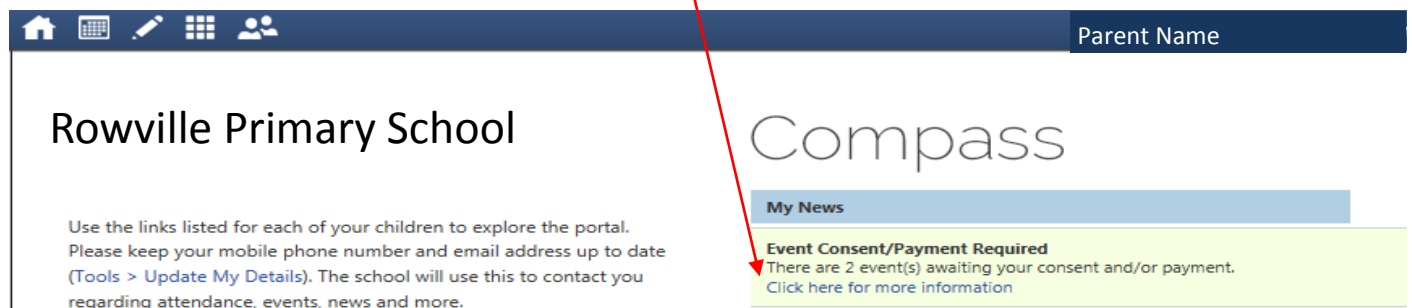
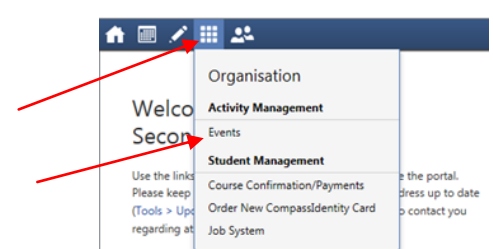
At the beginning of Term 3 all excursions, incursions, Beyond Boundaries Adventure Programs and sporting activities will be found under the tab 'Events' on Compass. Paper notices will no longer be sent home or available on the Rowville Primary School website. Compass events will provide parents with the convenience of an online approval form which allows you to type your name to approve the event, add medical information for the day of the event and provide alternate telephone numbers for that day. You will be able to make online payments prior to the event closing date, when it is convenient to you.

If needed, parents can print the event permission form from Compass and pay at the office instead of completing the online process.

For families who do not have a computer and/or printer the school library will be available to you.

Does my child have an event for me to approve?

School events awaiting your approval and payment are highlighted on the Compass home page under 'My News'. To open the events page click on the 'click here' for more information. Events can also be accessed from the area pictured on the right.



How do I approve and pay for an event?

To pay and approve for your child to attend an event click on the red 'Process Now (online)' button. To print the form and pay at the office, click on the grey 'Print Form (Offline)' button. To see an event you have previously paid for and consented to, click on the green 'Complete (See Details)' button. The 'My Payments' area also displays a list of previously paid events.

Events

Dashboard

My Children's Events

My Payments

Event	Date/Time	Consent/Payment Options	Due
Production Cast Levv - Anything Goes Attending: Childs Name	Tuesday, June 21 2016 - 03:15 PM to Tuesday, June 21 2016 - 03:30 PM	Complete (See Details) Print Form (Offline)	16/06
Year 12 Tertiary Info Service (TIS) Excursion Attending: Childs Name	Thursday, June 23 2016 - 08:15 AM to Thursday, June 23 2016 - 11:45 AM	Process Now (Online) Print Form (Offline)	22/06

Parent Guide to Events

Parent Permission - To give consent for your child to attend an event, the following yellow boxes need to be completed and payments made at the same time.

- Read all the details of the event.
- Type your name in the first yellow box to provide consent.
- Type any additional medical information you wish to notify the teacher of for the day of the event only.
- Type any additional contact details in the third yellow box for the day of the event only.
- Enter payment details and click on 'Submit Details'. Please wait while your payment is processed.
- Once an events 'payment by' date has passed, you will no longer be able to pay online for that event.
- If you would like to return to the events page, click on 'Back to Events.'

[\[Back to Events \]](#)

Name of the event

Consent and Payment has not been received.
Parent or guardian action is required.

Event Details	
Description/Educative Purpose:	The students will attend a session that is run by a panel of tertiary representatives and current students addressing issues related to tertiary study with an opportunity for the students to ask questions.
Date/Time:	Thursday, June 23 - 08:15 AM Thursday, June 23 - 11:45 AM
Venue/Location:	Deakin University, Burwood Campus
Additional Details:	Students are required to meet out the front of the library at 8:15am to leave by bus at 8:30am. Students will return to school at recess and then head straight to their usual classes in periods 3 and 4. Students can bring snacks and a drink with them.
Dress Code:	Full school uniform
Transport:	Bus
Consent:	Consent due by 22/06/2016
Event Cost:	\$113.00 Childs name due by 22/06/2016

Consent for

I give permission for to attend this event. Where the staff member in charge is unable to contact me, or where it is impracticable to contact me, I authorise the staff member in charge to 1) consent to any medical or surgical attention deemed necessary by a medical practitioner, and 2) administer such first-aid as the staff member in charge judges to be reasonably necessary. I understand that this is an official school event and that will adhere to the dress code, as outlined above, and behave in alignment with the school's code of conduct. I agree to meet any medical expenses and/or transport costs incurred in the event of sickness or injury. Further, I agree to meet any transport costs should my child be sent home as a result of misbehaviour or inappropriate conduct.

To provide consent, please type your full name below.

Parent/Guardian Full Name:

Medical Information

Details of medical conditions, allergies and medication being taken (already on school file)

ALLERGY/Allerg: _____
Medication: Y _____
Please contact the school if the information above is out of date/incorrect, and additionally provide clarifying comments in the "Additional details..." section below. In some cases the school may have chosen to exclude some details from the Compass system. If important details are missing, we recommend you contact the school for further information.

Additional details of medical conditions, allergies and medication being taken

Examples of medical information

Any medication being currently/occasionally taken
Allergies, e.g. penicillin, other drugs, nuts/seaweed, foods, anaphylaxis
Dietary restrictions, e.g. gluten, lactose, fructose
Bed-wetting
Dizzy spells or black-outs
Migraine
Tetanus
Sleep walking
Fits of any type
Heart conditions
Travel sickness
Asthma
Diabetes

Parent/Guardian Contact Details

Contact details on file

Family Name: _____
Home Mobile: _____
BH Contact A - Name: _____
BH Contact B - Name: _____
Please contact the school if the information above is out of date/incorrect/incomplete.

Contact details on the day (if different from normal)

Payment

Name on card:

Card Type:

Card Number:

Expiry (Month/Year): /

CVV/CVC: Where do I find my CVV/CVC?

We use CompassPay.com as our payment processing gateway. In clicking the relevant "Pay" or "Submit" button below, you agree for your credit card to be charged by CompassPay.com on behalf of your school. You understand that the amount charged will be the "Total Due" or amount indicated above and that this will appear on your credit card statement as CompassPay.com. This payment and use of this website is in alignment with the Compass School Manager terms and conditions of use available at www.jdf.com.au/policy

By proceeding, you agree that

- you are the card holder for the credit card above; and
- you agree for the credit card entered above to be charged the amount event cost specified; and
- the credit card above is valid, and able to honour payments; and
- you understand that this transaction will be processed and appear on your credit card statement as **CompassPay.com**; and
- you accept your school's relevant refund policies; and
- you accept the Compass School Manager website policies available [here](#).

Parent Guide to Events

If necessary, manual payment for events can be made at the school office by printing the consent form and completing the consent and credit card payment section at the bottom of the page. Event payments may also be by cash, cheque or BPay using this printed form and returning it to the office with cash, cheque or BPay noted on the form. If you would like to use your CSEF (Camp Sport & Excursion Fund) to pay for an event, please write CSEF on the form and return to the school office for processing.



Rowville Primary School

Childs Name and Grade

Name of the Event

Dear Parent/Guardian

An event, **Name of the Event** Excursion, has been planned for Thursday, 23 June 2016. The students will attend a session that is run by a panel of tertiary representatives and current students addressing issues related to tertiary study with an opportunity for the students to ask questions.

Venue: Deakin University, Burwood Campus
Date/Time: Thursday, 23 June 2016 (8:15 AM to 11:45 AM)
Dress Code: Full school uniform
Transport: Bus

Staff member in charge: Teachers Name

Cost: \$13.00, due by Wednesday, 22 June 2016
Consent: Required, due by Wednesday, 22 June 2016

Consent and payment can be provided online through your school's parent portal <http://rowvilleps.vic.jdlf.com.au>, or alternatively by returning the tear - off section below to the General Office: Print consent form and return with payment.

Students are required to meet out the front of the library at 8:15am to leave by bus at 8:30am. Students will return to school at recess and then head straight to their usual classes in periods 3 and 4. Students can bring snacks and a drink with them.

Please retain top section for your records.

Rowville Primary School

Name of Event

Childs Name and grade



I give permission for Childs name to attend this event. Where the staff member in charge is unable to contact me, or where it is impracticable to contact me, I authorise the staff member in charge to 1) consent to any medical or surgical attention deemed necessary by a medical practitioner, and 2) administer such first-aid as the staff member in charge judges to be reasonably necessary. I understand that this is an official school event and that Childs name will adhere to the dress code, as outlined above, and behave in alignment with the school's code of conduct. I agree to meet any medical expenses and/or transport costs incurred in the event of sickness or injury. Further, I agree to meet any transport costs should my child be sent home as a result of misbehaviour or inappropriate conduct.

Details of allergies and/or medication currently being taken:

Emergency Phone Numbers:

Parent A Phone Number _____ Parent B Phone Number _____ Guardian Phone Number _____

Parent/guardian signature (consent/agreement): _____ Date: ___/___/___

Payment Method: Cash / Cheque / Credit Card Type: VISA / MasterCard

Card Number:

Expiry Date: / CVN: Amount: \$13.00

Due 22/06/2016



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