



31<sup>st</sup> July 2015

Rowville Primary School & Compass

We have introduced a communication system called Compass. This is a school management platform that we have commenced implementing across the school in 2015. Compass offers many modules, so we started with Semester 1 Reports and plan to implement other features progressively. Parent-Teacher Conference bookings can now be made on Compass. The School Calendar which provides notification to families is now in operation.

Parent-teacher conferences will be held on Wednesday 12<sup>th</sup> August from 3.30pm-7.30pm and Thursday 13<sup>th</sup> August from 3.30pm to 6.00pm. Conference bookings can now be made on Compass. Please access Compass via a web browser when booking parent-teacher conferences.

### ***What will Compass do for me?***

Using Compass will allow you to access up-to-date and meaningful information about our school and your child's progress.

Some of the features accessible through Compass include the ability to:

- Download and view your child's progress and semester reports.
- Book Parent-Teacher Conferences.
- Update family contact details.

Some of the features that will be introduced in the future are listed below. Parents/carers will be notified as these features are introduced.

- Monitoring your child's attendance and enter approvals for absence or lateness.
- Communicating with your child's teacher.
- Monitoring your child's homework and assessment tasks.
- Paying and providing consent for events and school fees.

### ***How do I access Compass?***

Compass is a web-based system that is accessible on any modern web browser (e.g Internet Explorer, Firefox, Chrome, Safari), or by using the Compass School Manager Apple App or Android App which is due to be released by end of July 2015. Please note that the App is for viewing news items.

A username and password has been generated for all families and these details were provided in a letter that was distributed with the Semester 1 report. If you do not have this letter, please contact the school office on 9764 1955 or email [rowville.ps@edumail.vic.gov.au](mailto:rowville.ps@edumail.vic.gov.au) and log in details will be provided.

You can access the Rowville Primary School Compass Portal using the following URL:

<http://rowvilleps.vic.jdlf.com.au>

You will be prompted for a username and password. Upon first login, you will be asked to confirm your mobile phone number and email address. You will then be prompted to change your password. Should you ever forget your username or password you can recover your details by clicking the 'Can't access your account?' link on the login page.

If changes are made to a mobile phone number or email address, an email will automatically be generated and sent to Rowville Primary School official email account with details of the changes.

If you don't have access to the internet at home or at another convenient location, you may access the Compass portal using computers available in the school library. If you have any difficulties accessing Compass please contact the school office on 9764 1955 or email [rowville.ps@edumail.vic.gov.au](mailto:rowville.ps@edumail.vic.gov.au).

Yours faithfully

Stuart Boyle  
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