



MACLEOD COLLEGE
A STATE P~12 SCHOOL

Parent Handbook



COMPASS
School Manager

Table of Contents

Accessing Compass for the first time.....	1
First Login.....	2
Home page of Compass.....	3
Student Profile.....	4
Student Schedule.....	5
Student Attendance.....	6
Notes/Approvals - Parent Approved Absence.....	7
Unexplained Absences – Parent Approval.....	8
Forgotten Password.....	9
Student Reports.....	10
Learning Tasks.....	11
Emailing your child’s teachers.....	12
Consent and Payments.....	13
Course Confirmation.....	14
Payment Plans.....	15

COMPASS SCHOOL MANAGER

Compass School Manager is a management system that Macleod College utilises to form a crucial educational partnership between home and the College. Through a personal secure online parent/guardian Compass account they receive important communication and are kept informed about their son/daughter's learning. By logging on to any device that is connected to the internet parents are able to:

- Access information regarding upcoming events
- View your child's timetable
- View and update class and school attendance information
- Email your child/children's teacher(s)
- View comments from teachers about your child's behaviour and achievements
- View and print your child/children's school reports
- Book parent teacher interviews
- Pay for, and give consent, for all school excursions

The key to successful use of the Compass Parent Portal is to log on regularly and use this information to have regular discussions with your child.

ACCESSING COMPASS FOR THE FIRST TIME

New parents will receive a letter in the mail with their login details once their child has been enrolled. This letter will have your Compass username and password for logging onto the Compass Parent Portal. If you do not receive this letter after a week please contact the College to inform us so that we can get you onto Compass.

The login page to Compass Parent Portal can be found by browsing to the College website under Links. The College homepage also has a link to the Compass Homepage and compass user guides that cover many of the functions covered in this booklet.

The screenshot shows the Macleod College website homepage. At the top is a dark red navigation bar with the college logo and name, and a menu with links: Home, About, Transition, Teaching and Learning, Beyond the classroom, and Facilities. A dropdown menu is open under 'Facilities', listing: Learning Spaces, Art & Technology, Sport, ICT, Library, Links, Outdoor Environment, and Canteen. Below the navigation bar is a section titled 'Macleod College Links' containing a grid of 15 icons for various services and resources: ACER, Careers Portal, Compass, ECHO, EducationPerfect, Google mail, Google Drive, Kids News, Mathletics, ABC Reading Eggs, OnGuard Safety Training, The Education State Student Opinion Survey, VCAA Assessment Online, and Victorian Premier's Reading Challenge.

First Login

Enter the login details provided and click the log in button. On your first logon, you will be asked to verify your email address and mobile number, for future communications out of the Compass system. You then will be given the option to change your password if you so desire.

Importantly parents should ensure they protect their password so that it cannot be used by the child to approve absences etc. If you feel that your son/daughter knows your password you have the ability to change this at any time, using the 'my accounts' button (as indicated on the next page)

Welcome to the Macleod College Parent Portal

Please confirm your mobile phone number and email address(es) below. These details will be used by the school to keep you up to date on school news, upcoming events, student absences, fees due for payment and a range of other information services (depending on the Compass features your school uses).

Mr

Mobile

Email

Ms

Mobile

Email

Update My Details

[I don't have these details](#)

Compass School Manager requests your personal contact details on behalf of your registered educational institution. Details such as your personal email address and/or mobile phone number will be used solely by Compass School Manager and your registered educational institution for school related communications and notifications. It is not compulsory to provide these details. You are able to add/update and/or remove these details at any time. JDLF International Pty Ltd (including any affiliated companies) are not responsible for the content of any material transmitted, we act only as a gateway for communication. For further information please email legal@compass.edu.au

Next, you will need to change your password

Please note the new password requirements below:

- Your new password **must be numeric**
- Your new must be **at least four (4) digits** long
- Your password **cannot** contain letters or symbols

New Password:

Confirm New Password:

Home Page of Compass

Home Button

This will return you to the 'Home Page' from anywhere within Compass.

Calendar

This will allow you to view a range of 'Calendars' such as your student/s, Events & Public school calendars.

Teaching & Learning.

This will allow you to view your students 'Learning Tasks' along with the 'School Resources' such as previous newsletters & other useful documents.

Organisation/ Events

This will allow you to view 'Events' or activities that your student/s may/will be participating in. You can also give consent and make payments.

Community

This will return you to the 'Home Page' from anywhere within Compass.

Welcome to the Macleod College Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

My News

Attendance: Attendance Note/Approval Required
 [Student Name] as recorded as 'not present' or 'late' without explanation.
[Click here for more information](#)

A Parent's Guide to Compass
 Please find below a step by step guide to navigating around Compass.
 Macleod College uses COMPASS to share information for students and parents including:

- news items
- Compass Parent Guide.pdf

Aug 29th by Emma WAGNER [\[See More\]](#)

Primary Bulletin - available via website
http://docs.wixstatic.com/ugd/76f328_db665e5f1c514879b0fd4fca5a05209.pdf
 Sep 1st by Simone HALE

Student Profile
 Profile (Attendance, Schedule, Reports)
 Send email to [Student Name]'s teachers
 Add Attendance Note/Approval (Approved Absence/Late)
 View Academic Reports
 Book Parent Teacher Interviews

Attendance Approvals
 2 overdue learning tasks
 1 learning task due in the next week

Student Profile

This will allow you to view your student/s' profile. This will display your student/s' current timetable, weekly/monthly schedule, Chronicle, Attendance & Reports. Learning Tasks, Analytics, Insight & P/S/T Interviews will become available at a later date.

Attendance Approvals

This will allow you to approve your student/s' absences. Future absences can also be entered.

My News

This will contain news items that relate to you and your student/s.

Parent Profile

This will allow you to view Parent A's Profile (first listed parent on the College's database). These modules will be available at a later date.

Tools

This will allow you to, Make Payments, Change Password, Update details & Logout

Student Profile

You will be able to view your student's Dashboard, Schedule, Events, Attendance, Reports, Learning Tasks, Analytics & Insights

Dashboard

This Displays:

- Your student's details (with photo)
- Your student's timetable for the current day

Schedule.

This displays your students weekly timetable. Which includes, classes, extra curricular activities or events/excursions.

Attendance

This displays your student's attendance history. You also have the ability to approve unexplained absences or enter future known absences.

Reports

This will display all of your students past reports. Future reports will also be posted in here for your convenience.

Student: - P5, Year 6 Active

Navigation: Dashboard | Schedule | Learning Tasks | Attendance | Reports | Analytics | Insights

Student: Sabrina DAL MASO

Details: Details:
Groups: GOLD, P5, Year 6
Student IDs:
Email:
+ A
Email Add

Tuesday, 12 September 2017

8am	
8:54	FA - 5/6HOM2 - B5 - HIL
9am	9:00: 1 - 5/6GEN2 - B5 - HIL
10am	10:00: 2 - 5/6GEN2 - B5 - KAN
11am	11:25: 3 - 5/6GEN2 - B5 - HIL
12pm	12:25: 4 - 5/6GEN2 - B5 - HIL
1pm	1:25: Student Leadership Meeting - CMA4 - HAR
2pm	2:10: 5 - 5/6GEN2 - B5 - HIL
3pm	

Student Chronicle

Date Filter: This Year

Displaying entries made between 1/1/2017 and 31/12/2017 for: All Categories

No Chronicle Entries to display

Learning Tasks

You can view an up-to-date record of your child's homework and upcoming assessment tasks

Analytics

Here you can find your child's performance data, including NAPLAN results, AusVELS data and OnDemand data.

Insights

When an insights cycle is available to be completed an alert will appear on the enrolled users Compass home page

Chronicle

This is where you can see statements entered by your student's teachers. Achievements, behaviour, wellbeing are some examples

Student Schedule

This displays your child's week/ month schedule.

This includes classes, extra curricular activities and events/excursions.

Blue Colour
This indicates the class has no changes.

Pink Colour
This indicates there have been changes made.

- Change of teacher and/or
- Room Change

Green Colour
This indicates that your student is involved in and extra curricular activity or event/excursion. Click for more details.

Week - Month
These buttons give you the option to view the schedule in a weekly or monthly calendar view.

Home | Calendar | Edit | Add | People | Star
User Profile | Settings

Student: [Name] - P5, Year 6 Active

Dashboard | Schedule | Learning Tasks | Attendance | Reports | Analytics | Insights

Today | Jump to: 12/09/2017 | Go | Week | Month

	Sep 10, 2017	Mon 11	Tue 12 11:14am	Wed 13	Thu 14	Fri 15	Sat 16
8am							
9am	8:54: FA - 5/6HOM2 - B5 - HIL 9:00: 1 - 5/6GEN2 - B5 - HIL	8:54: FA - 5/6HOM2 - B5 - HIL 9:00: 1 - 5/6GEN2 - B5 - HIL	8:54: FA - 5/6HOM2 - B5 - HIL 9:00: 1 - 5/6GEN2 - B5 - HIL	8:54: FA - 5/6HOM2 - B5 - HIL 9:00: 1 - 5/6MUS2 - H3 - ELD	8:54: FA - 5/6HOM2 - B5 - HIL 9:00: 1 - 5/6GEN2 - B5 - HIL	8:54: FA - 5/6HOM2 - B5 - HIL 9:00: 1 - 5/6GEN2 - B5 - HIL	8:54: FA - 5/6HOM2 - B5 - HIL 9:00: 1 - 5/6GEN2 - B5 - HIL
10am	10:00: 2 - 5/6GEN2 - B5 - KAN	10:00: 2 - 5/6GEN2 - B5 - KAN	10:00: 2 - 5/6GEN2 - B5 - KAN	10:00: 2 - 5/6GEN2 - B5 - HIL	10:00: 2 - 5/6PED2 - ST1 - MOU	10:00: 2 - 5/6GEN2 - B5 - HIL	10:00: 2 - 5/6GEN2 - B5 - HIL
11am	11:25: 3 - 5/6GEN2 - B5 - HIL	11:25: 3 - 5/6GEN2 - B5 - HIL	11:25: 3 - 5/6GEN2 - B5 - HIL	11:25: 3 - 5/6GEN2 - B5 - CON	11:25: 3 - 5/6GEN2 - B5 - HIL	11:25: 3 - 5/6GEN2 - B5 - HIL	11:25: 3 - 5/6GEN2 - B5 - HIL
12pm	12:25: 4 - 5/6GER2 - D17 - MAC AND	12:25: 4 - 5/6GEN2 - B5 - HIL	12:25: 4 - 5/6GEN2 - B5 - HIL	12:25: 4 - 5/6GEN2 - B5 - CON	12:25: 4 - 5/6GEN2 - B5 - KAN	12:25: 4 - 5/6GEN2 - B5 - HIL	12:25: 4 - 5/6GEN2 - B5 - HIL
1pm			1:25: Student Leadership Meeting				
2pm	2:10: 5 - 5/6GEN2 - B5 - HIL	2:10: 5 - 5/6GEN2 - B5 - HIL	2:10: 5 - 5/6GEN2 - B5 - HIL	2:10: PRIMARY ORCH - D20 - LAN	2:10: 5 - 5/6GEN2 - B5 - HIL	2:10: 5 - 5/6GEN2 - B5 - HIL	2:10: 5 - 5/6GEN2 - B5 - HIL
3pm							

Student Attendance

This displays your child's attendance history.

You also have the ability to approve unapproved absences or enter future known absences.

Add Note/Approval

Step 1

Click **Add Note/Approval**

Step 2

Select the reason the student will not be at school from the dropdown. Add any details or comments on why the student will not be attending school.

Step 3

Select the start and finish date, and the time of when the student will not be at school.
• If the student will be away for the entire day, leave the default times (8:00am – 5:00pm)

Step 4

Click **SAVE**

Student: [Redacted], 12, Year 12

Dashboard Schedule Learning Tasks **Attendance** Reports Analytics Insights

Summary **Notes/Approvals** Unexplained Arrival/Departure Full Record

Attendance Notes/Approvals

Start	Finish	Reason	Entered By	V	Entered
02/05/2016 08:00...	02/05/2016 05:00...	PChoice-A	(Staff) Matthe...	-	02/05

Attendance Note/Approval Editor

Note/Approval Details

Person: [Redacted]

Reason:

Details/Comment:

Important Notice

In clicking 'Save', you understand, certify and accept that you are a listed parent/guardian for this child; and the information above is correct; and this online approval does NOT constitute a medical certificate; and students enrolled in VCE are required to submit a medical certificate to the school in addition to this approval; and any fraudulent action or intentional misuse of this feature may result in administrative, criminal and/or civil action against you (by your registered school, affiliated entities and/or the product issuer).

Start: 10/05/2016 08:00 AM Select a period...

Finish: 10/05/2016 05:00 PM Select a period...

Potentially Affected Sessions

Activity	Start	Finish
12HG1 (Homegroup)	10/05/2016 09:00 AM	10/05/2016 09:05 AM
12FMAT (Further Ma...	10/05/2016 09:08 AM	10/05/2016 09:58 AM
12FMAT (Further Ma...	10/05/2016 10:00 AM	10/05/2016 10:50 AM
12FMAT (Further Ma...	10/05/2016 12:07 PM	10/05/2016 12:57 PM

Save Cancel

Notes/Approvals - Parent Approved Absence

If your child will not be at school for part or a whole day you are able to approve the absence without having to phone the College or send a note.

This can be done the morning of the absence or if it is a planned event it can be entered anytime prior.

Parents aren't able to delete these entries, if a mistake is made then phone the college on 9459 0222 and one of our office staff will correct this for you.

Summary
This displays the student's 'Daily Activities & Attendance' along with a full summary in table form (bottom of page) showing attendance data and percentages.

Arrival/Departure
This displays a record of all Arrival/Departures involving your student. Students sign in and out using the Compass Kiosk at the front foyer.

Full Record
This displays a full record of all your student's attendance for the entire year. This data can be downloaded in a PDF format, by selecting 'View Complete Attendance'

Attendance Summary

Start: 01/01/2017, End: 12/09/2017, Students: All, Class %: All, Act'd %: All, VCE %: All, Schl %: All

Subject	Class	Form	Run	In Class			Out of Class			Percentages					
				Prsnt	Late Appr	Late Und	NP Schl	NP Parnt	NP Und	Class %	Act'd %	VCE %	Schl %		
Art 5/6	5/6ART2	P5	20	18	0	0	18	1	1	0	2	90	100	95	95
General Class 5/6	5/6GEN2	P5	553	493	1	0	494	45	14	0	59	89	100	97	97
German 5/6	5/6GER2	P5	17	17	0	0	17	0	0	0	0	100	100	100	100
Home Group 5/6	5/6HOM2	P5	128	108	3	0	111	12	5	0	17	87	100	96	96
IM	CELLO_6	P5	11	11	0	0	11	0	0	0	0	100	100	100	100
IM	PRIMARYORCH	P5	32	28	0	0	28	3	1	0	4	88	100	97	97
IM	CELLO_5	P5	14	9	0	0	9	4	1	0	5	64	100	93	93
Musio 5/6	5/6MUS2	P5	21	17	0	0	17	3	1	0	4	81	100	95	95
Physical Education 5/6	5/6PED2	P5	16	14	0	0	14	1	1	0	2	88	100	94	94
Events		P5	34	29	0	0	29	3	1	1	5	85	97	94	94

Days Absent
View how many days your child has been absent per Term

Term 1	2 Days
Term 2	1 Days
Term 3	0 Days
Term 4	0 Days

If an extended period of time-advise teacher immediately.

Attendance Summary

Includes a summary of attendance in each class. For full details about a specific absence, click the appropriate number in the grid. For an explanation of a heading item, hover your mouse over the heading of interest. When students are marked 'Not Present' in class this can sit in one of three different categories. These include:

-NP Schl - Not present in class and approved by school related activity.
-NP Parnt - Not present in class and approved by a parent approval.
-NP Unap - Not present in class with no approval entered.

Unexplained Absences – Parent Approval

If your student has any unexplained absences, they will be visible in this section.

If your child was marked as 'not present' in class or 'late' to school, you will see an alert under the 'My News' section on your Home Page.

Attendance: Attendance Note/Approval Required

Ron was recorded as 'not present' or 'late' without explanation.

[Click here for more information](#)

Selecting the alert will bring you to what you see below:

Step 1
Tick the boxes on the left hand side for the session you want to approve.

Step 2
Click **Explain with Note/Approval**

Step 3
Select the reason from the dropdown menu.
Add any details or comments explaining why the student was not in this class or late.

Step 4
Click **SAVE**

Student: [Redacted], 12, Year 12

Dashboard | Schedule | Learning Tasks | **Attendance** | Reports | Analytics | Insights

Summary | Notes/Approvals | **Unexplained** | Arrival/Departure | Full Record

Not Present/Late: Unexplained

Explain with Note/Approval Print Unexplained Letter

Activity Name	Start	Finish	Pd	Location	Staff	Status
<input checked="" type="checkbox"/> 12FMAT	10/05/2016 12:07 PM	10/05/2016 12:57 PM	4	9	LOCO1	Not Present
<input checked="" type="checkbox"/> 12FMAT	10/05/2016 10:00 AM	10/05/2016 10:50 AM	2	9	LOCO1	Not Present
<input type="checkbox"/> 12IHD	06/05/2016 02:35 PM	06/05/2016 03:25 PM	6	14	RP	Not Present
<input type="checkbox"/> 12PE	18/03/2016 01:43 PM	18/03/2016 02:33 PM	5	S2	PH	Not Present
<input type="checkbox"/> 12IHD	04/03/2016 02:35 PM	04/03/2016 03:25 PM	6	14	RP	Not Present

Attendance Note/Approval Editor

Note/Approval Details

Person: [Redacted]

Reason:

Details/Comment:

Important Notice

In clicking 'Save', you understand, certify and accept that you are a listed parent/guardian for this child; and the information above is correct; and this online approval does NOT constitute a medical certificate; and students enrolled in VCE are required to submit a medical certificate to the school in addition to this approval; and any fraudulent action or intentional misuse of this feature may result in administrative, criminal and/or civil action against you (by your registered school, affiliated entities and/or the product issuer).

Important Notice

This will automatically insert the appropriate number of approvals for the selected sessions.

Forgotten Password

Step 1

Select the **Can't access your account?** option from the login page.



Step 2

Enter your unique Compass username - e.g. ABC0012

Compass Login Help

What is your Compass username (if you know it)?

[I don't know my username](#)

We take privacy and user security seriously. Suspicious password recovery attempts will be investigated and unauthorised access may result in administrative penalties, civil and/or criminal charges. JDLF International Pty Ltd are unable to assist with password enquiries by telephone. Please note: this recovery wizard records additional personal information, which may include, but is not limited to, your internet service provider, internet address and cookie information, for security and privacy reasons.

Step 3

Enter either your email address or mobile phone number and click continue

Compass Login Help

What is your email address?

If your email address is recorded against your account in Compass, we can send you a confirmation code that you can type in on the next page, to obtain access to Compass.

What is your mobile phone number?

If your mobile phone number is recorded against your account in Compass, we can send you a confirmation code that you can type in on the next page, to obtain access to Compass.

[I don't know my mobile phone number or my email address](#)

We take privacy and user security seriously. Suspicious password recovery attempts will be investigated and unauthorised access may result in administrative penalties, civil and/or criminal charges. JDLF International Pty Ltd are unable to assist with password enquiries by telephone. Please note: this recovery wizard records additional personal information, which may include, but is not limited to, your internet service provider, internet address and cookie information, for security and privacy reasons.

Student Reports

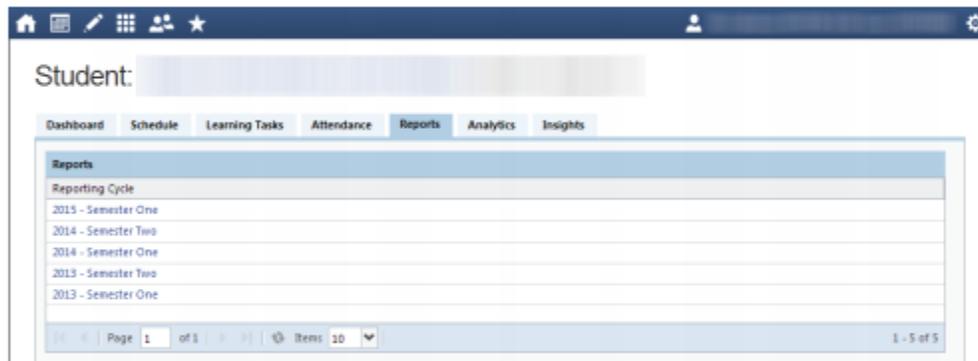
To access Reports you can either click on the **Reports** tab from the student profile:



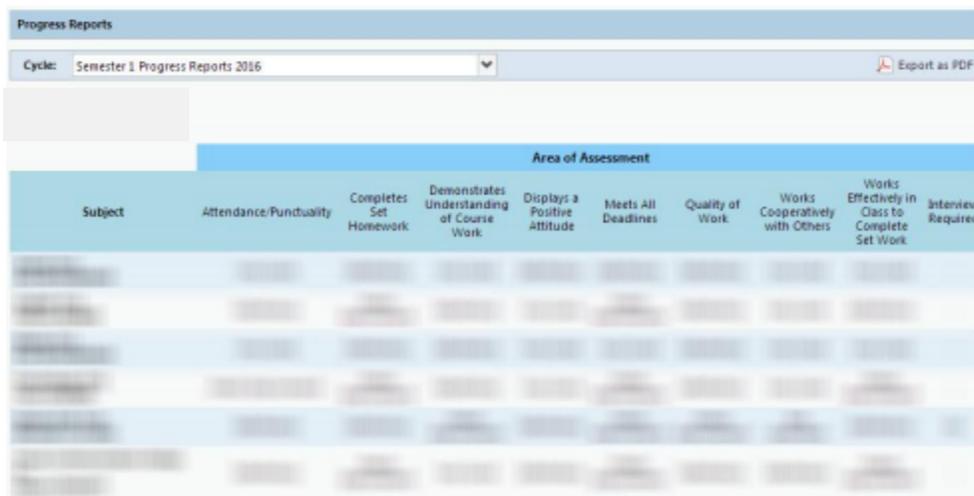
Or Click on **View Academic Reports**



All reports for the student will be held here as an archive for easy access, just click on the required report and it will open as a PDF file that you can print at home and/or save to your computer.



Progress reports are released early in the new academic year, and give an indication of how your child is performing based on their study habits. This grid sits at the bottom of the reports page and also allows you to go back to previous years.



Subject	Area of Assessment								
	Attendance/Punctuality	Completes Set Homework	Demonstrates Understanding of Course Work	Displays a Positive Attitude	Meets All Deadlines	Quality of Work	Works Cooperatively with Others	Works Effectively in Class to Complete Set Work	Interview Required
Year 10 English	Good	Good	Good	Good	Good	Good	Good	Good	Good
Year 10 Maths	Good	Good	Good	Good	Good	Good	Good	Good	Good
Year 10 Science	Good	Good	Good	Good	Good	Good	Good	Good	Good
Year 10 History	Good	Good	Good	Good	Good	Good	Good	Good	Good
Year 10 Physical Education	Good	Good	Good	Good	Good	Good	Good	Good	Good
Year 10 Art	Good	Good	Good	Good	Good	Good	Good	Good	Good
Year 10 Music	Good	Good	Good	Good	Good	Good	Good	Good	Good

Learning Tasks

Learning Tasks are accessed by clicking the **Learning Tasks** tab on the Student Profile page.

Dashboard | Schedule | **Learning Tasks** | Attendance | Reports | Analytics | Insights

Legend: ■ Pending ● Overdue ▲ Received Late ● On Time

Group by class Academic Group: (Currently Relevant)

Class	Learning Task	Due Date	Created Date	Result
11SAU1	Unit 2 Description	16/09/2016 04:00 PM	16/06/2016	-
11VCDR1	Unit 2: SAC- Type & Imagery	05/08/2016 04:00 PM	11/06/2016	-
11VCDR1	Term 3- Holiday Homework	18/07/2016 04:00 PM	11/07/2016	-
11ENT1	Macbeth Quiz	20/06/2016 04:00 PM	21/06/2016	8/16
11MEDP1	The Day After Tomorrow Production Roles	17/06/2016 04:00 PM	16/06/2016	-
11DRQ1	Unit 1: SAC - Ensemble Performance	03/06/2016 09:00 PM	15/03/2016	NA

Coloured dots next to each task indicate whether the task is **Pending**, **Overdue**, **Submitted Late** or **On Time**. The **Due Date** of each task (if applicable) is shown to the right of the task.

Click on the name of the Learning Task you wish to view. The task details and feedback (if entered by the teacher) will be displayed. If an online submission was a requirement of the task; the file submitted will be available to download.

By clicking on the **Feedback** tab you can view the **grade/mark** you child received and any **teacher comments**.

Learning Task - TOY Project - Investigation and Design.

Task Details | Feedback

Name: TOY Project - Investigation and Design.
Due Date: 02/06/2016 04:00 PM
Online Submission Enabled: Yes

File Upload | Submitted on time

Filename	Submitted
me wood boat.skp	17/05 12:33 PM

This is a Design Project that allows the students to create their own design and then make it out of one to three pieces of timber 600 x 140 x 12 mm.

Submitted items for this project are ;
A 3D image of the Toy is to be created in Sketchup or Creo and
A completed cutting list.

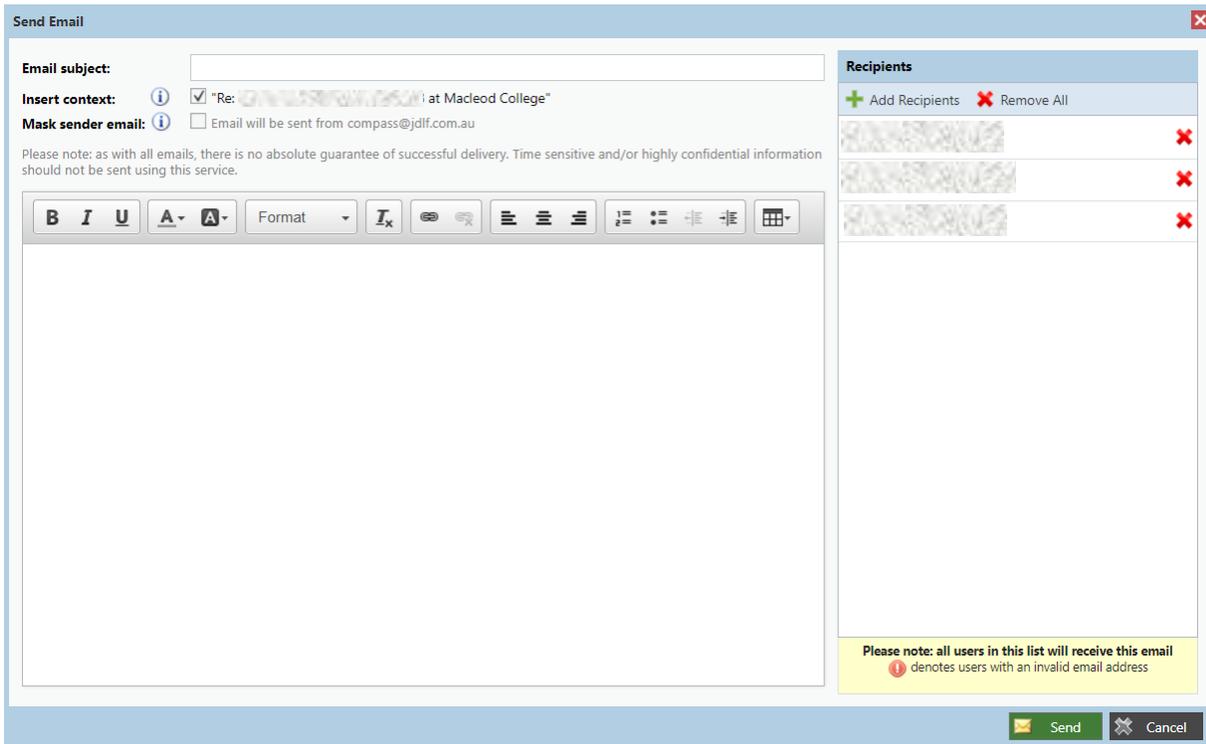
The attached sheet details the process and the submissions the students are expected to follow.

Attachments

- Design InvestigationDocument (2)

Emailing your child's teachers

Clicking the  **Email** link on the dashboard page will open a window for you to write your email and select the teacher/teachers who are going to receive the email.



Email subject:

Insert context: "Re: [redacted] at Macleod College"

Mask sender email: Email will be sent from compass@jdlf.com.au

Please note: as with all emails, there is no absolute guarantee of successful delivery. Time sensitive and/or highly confidential information should not be sent using this service.

Recipients

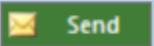
+ Add Recipients - Remove All

Please note: all users in this list will receive this email
i denotes users with an invalid email address

Send Cancel

To remove a teacher from the recipients list click on the  beside their name.

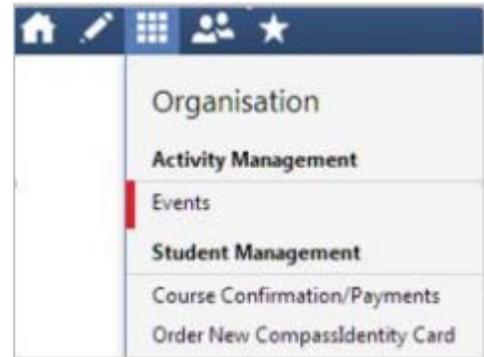
To add a teacher not on the displayed list, click  and choose the teacher from the dropdown list that appears.

Click the  button at the bottom of the window when you have finished compiling your email.

*Please note that any correspondence back from a teacher will go to your email address recorded on the system.

Events - Consent and Payments

From the Compass home screen, click on the event alert under 'My News' or navigate to 'Events' under the *Organisation* menu item.



From the events page a list of upcoming events and excursions will be displayed. Click the 'Process Now' button to provide consent and/or payment.

Events

Dashboard

My Children's Events

My Payments

Event	Date/Time	Consent/Payment Options	Due
Art Gallery & Street Art Attending: Ron WEASLEY	Wednesday, October 12 2016 - 08:00 AM to Wednesday, October 12 2016 - 01:30 PM	Process Now (Online) Print Form (Offline)	12/10
Great Victorian Broomstick Tour Attending: Ron WEASLEY	Saturday, November 26 2016 - 10:00 AM to Sunday, December 4 2016 - 02:00 PM	Consent/Payment was received No further action required	31/05
Art Gallery & Street Art Attending: Ginny WEASLEY	Wednesday, October 12 2016 - 08:00 AM to Wednesday, October 12 2016 - 01:30 PM	Process Now (Online) Print Form (Offline)	12/10

Page 1 of 1 | Items 20 | Displaying 1 - 3 of 3

Details of Event

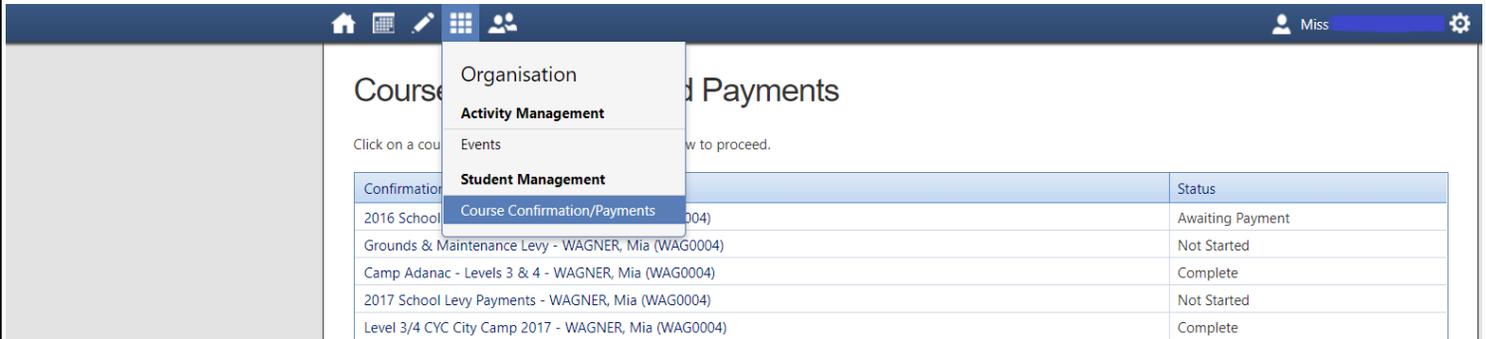
Select to make Payment/Consent

Please keep in mind that within Compass you cannot consent for an event that has a payment associated with it without also paying for the event. If you need to pay in person at the school you should print out the paper consent form and turn it in with payment to the school.

An online payment/consent form will be displayed. Complete all highlighted relevant fields and click the "Submit Details" button.

Course Confirmation Payments

All 2018 College charges associated with your child/children will be accessible on Compass School Manager from Friday, 17 November 2017.



The screenshot shows the Compass School Manager interface. A navigation menu is open, highlighting 'Course Confirmation/Payments' under the 'Student Management' section. Below the menu is a table with the following data:

Confirmation	Status
2016 School	Awaiting Payment
Grounds & Maintenance Levy - WAGNER, Mia (WAG0004)	Not Started
Camp Adanac - Levels 3 & 4 - WAGNER, Mia (WAG0004)	Complete
2017 School Levy Payments - WAGNER, Mia (WAG0004)	Not Started
Level 3/4 CYC City Camp 2017 - WAGNER, Mia (WAG0004)	Complete

Select which item you will be paying for and enter in your payment details.

Payment

Total Due: \$325.00

Enter your credit card details below to finalise your course confirmation and pay online.

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 <http://compass.edu.au/policy/>

OR

Alternatively, you can [pay in person at the school](#) - a range of payment options are available.

By clicking the blue link this will take you to a printable form that you will need to fill in and return to the College.

Payment Plans

Macleod College offers payment plans for selected Course Confirmations.
The dates are decided by the school and cannot be changed by the payee.

Payment

Total Due: \$325.00

Enter your credit card details below to finalise your course confirmation and pay online.

Name on card

Card Type

Card Number

Expiry (Month/Year) /

CVV/CVC [Where do I find my CVV/CVC?](#)

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Once you have selected to pay in instalments, you will then see a pop up window confirming the dates and amounts that will be charged to your card as per the setup of the course confirmation template. You will need to click on the "Confirm" button before the card will be processed.

**If you are experiencing financial hardship and are having difficulties in meeting these payment dates, please contact Nina Nigro, Business Manager, to discuss the options available.*



MACLEOD COLLEGE
A STATE P~12 SCHOOL