



MACLEOD COLLEGE
A STATE P~12 SCHOOL

Parent Handbook



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Compass Education

Compass Education 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 you receive important communication and are kept informed about your child's learning. By logging on to any device that is connected to the internet parents/guardians are able to:

- ❖ Access information regarding upcoming events
- ❖ View your child's timetable
- ❖ View and update school attendance
- ❖ 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 student teacher conferences
- ❖ Pay/consent for school excursions/sport/camps etc
- ❖ Pay School Charges
- ❖ Set up Payment Plans

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 families will receive a Compass letter 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 have not received your login details please contact the College on 9459 0222.

The login page to your Compass Parent Portal can be found on the College website via the Quick Links at the bottom of the page.



Macleod College
Prep - Year 12

QUICK LINKS

Compass
College Newsletter
Department of Education
Google Drive
Forms & Downloads
Child Safe Documents

CONTACT

Carwarp Street
Macleod VICTORIA 3085
AUSTRALIA

TELEPHONE [+61 3 9459 0222](tel:+61394590222)
Email macleod.co@education.vic.gov.au

First Login

Enter the login details provided and click the log in button. On your first logon, you will be prompted to change your temporary password.

Next, you will need to change your password

You new password must:

- Be at least eight (8) characters in length
- Contain at least one (1) alphabetical character
- Contain at least one (1) numeric character

New Password:

Confirm New Password:

You will then be asked to verify your email address and mobile number. Please make sure the details are correct as these are used for College communications via the Compass School Manager.

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).

Mrs Molly WEASLEY

Mobile

Email

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

Important: Ensure you protect your password so that it cannot be used by your child to approve absences, events 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.

Home Page of Compass



Home

Will return you to the 'Home Page' from anywhere in Compass



Calendar

This will allow you to view your students Calendar of events and classes.



Teaching and Learning

View your students Learning Tasks' along with 'School Resources' eg. newsletters & other useful documents.



Organisation

Consent/Pay for Events, School Charges etc.



Community

Book Parent Student Teacher Conferences and view School Documentation.

Parent Name

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.

Compass

MACLEOD COLLEGE
A STATE P-12 SCHOOL

My News

Reports are available through Ginny's profile or by clicking here

Insights Cycle Open
Your input/feedback is requested regarding Ginny for "Student Goals".
Click here to proceed

Course Confirmation/School Payments
Course confirmation and/or school payments available for completion.
Click here to proceed

Event Consent/Payment Required
There are 2 event(s) awaiting your consent and/or payment.
Click here for more information

Attendance: Attendance Note/Approval Required
Ron was recorded as 'not present' or 'late' without explanation.
Click here for more information

Attendance: Attendance Note/Approval Required
Ginny was recorded as 'not present' or 'late' without explanation.
Click here for more information

Cauldron Sale
Potions students are reminded that as the end of the year approaches many Year 7 students will be selling their cauldrons. This is an excellent chance to pick up a nice cauldron that has only been gently used. Please see Professor McGonagall for further details.
6 days ago by Minerva McGONAGALL

Student Name

Profile (Attendance, Schedule, Reports)
 Send email to teachers
 Add Attendance Note (Approved Absence/Late)
 View Academic Reports

3 overdue learning tasks
2 learning tasks due in the next week

Student Photo

Student Name

Profile (Attendance, Schedule, Reports)
 Send email to teachers
 Add Attendance Note (Approved Absence/Late)
 View Academic Reports

Student Photo



Profile

Student Profile

View your student's timetable, chronicle, attendance & reports.



Send email

Email

Email teachers/staff at Macleod College.



Add Attendance Note

Attendance Note

Add Parent Approvals for absences past/future.



View Academic Reports

Reports

View/Print all reports for your student during their time at Macleod College.

Student Profile

You will be able to view your child's Dashboard, Schedule, Learning Tasks, Attendance, Reports, Analytics, Insights and Chronicle.

Dashboard

Dashboard
View your student's timetable, chronicle, email staff, add attendance approvals.

Schedule

Schedule
View your student's timetable.

Learning Tasks

Learning Tasks
View your students learning tasks.

Attendance

Attendance
Approve past/future absences.

Reports

Reports
View your student's school reports.

The screenshot displays the 'Student Profile' interface with the 'Dashboard' tab selected. The top navigation bar includes icons for home, calendar, edit, grid, users, and star, along with a user profile icon and a settings gear. The main content area is titled 'Student:' and features a green 'Active' status badge. Below the title is a tabbed interface with options: Dashboard, Schedule, Learning Tasks, Attendance, Reports, Analytics, Assets, and Insights. The 'Dashboard' tab is active, showing a 'Student:' section with a photo placeholder, details (Groups: GOLD, P6, Year 6; Student IDs; Email), and an 'Add' button. Below this is a 'Wednesday, 24 October 2018' section with an 'Assessment Task: English: Reading Comprehension - Inference'. The main part of the dashboard is a timetable for the day, showing slots from 8am to 3pm. The 8:54 slot is marked 'FA - 5/6HOM1 - B3 - CAM'. The 9:00 slot is marked '1 - 5/6GEN1 - B5 - CAM'. The 10:00 slot is marked '2 - 5/6GER1 - D16 - KEN CRT04'. The 11:25 slot is marked '3 - 5/6GEN1 - B5 - CAM'. The 12:25 slot is marked '4 - 5/6GEN1 - B5 - CAM'. The 2:10 slot is marked '5 - 5/6GEN1 - B5 - CAM'. To the right of the timetable is a 'Student Chronicle' section with a 'Date Filter' set to 'This Year' and a message 'No Chronicle Entries to display'.

Analytics

Analytics
Naplan, AusVELS, On Demand data

Insights

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

Student Chronicle

Chronicle
See statements entered by staff eg. Achievement, behaviour, sickbay & wellbeing.

Student Schedule

This displays your child's week/ month schedule.

This includes Classes, Extra Curricular Activities and Events.

Student:

Active

Dashboard	Schedule	Personal	Learning Tasks	Attendance	Reports	Analytics	Assets	Insights
Today	Jump to: 11/11/2018	Go	Week	Month				
	Nov 11, 2018	Mon 12	Tue 13	Wed 14	Thu 15	Fri 16	Sat 17	
8am								
9am	8:54: FA - 0/1HOM1 - EY2 - 9:00: 1 - 0/1GEN1 - EY2 - KAN	8:54: FA - 0/1HOM1 - EY2 - 9:00: 1 - 0/1GEN1 - EY2 - KAN	8:54: FA - 0/1HOM1 - EY2 - 9:00: 1 - 0/1GEN1 - EY2 - KAN	8:54: FA - 0/1HOM1 - EY2 - 9:00: 1 - 3/4GEN1 - EY5 - GON CRT01	8:54: FA - 0/1HOM1 - EY2 - 9:00: Grade 3/4 Macleod Fruit Shop Excursion - PET			
10am	10:00: 2 - 0/1GEN1 - EY2 - KAN	10:00: 2 - 0/1MUS1 - D19 - ZII	10:00: 2 - 0/1ART1 - D2 - TRA	10:00: 2 - 0/1GEN1 - EY2 - KAN				
11am	11:25: 3 - 0/1PED1 - ST2 - SPI	11:25: 3 - 0/1GEN1 - EY2 - KAN	11:25: 3 - 0/1GEN1 - EY2 - KAN	11:25: 3 - 0/1GEN1 - EY2 - KAN	11:25: 3 - 0/1GEN1 - EY2 - KAN			
12pm	12:25: 4 - 0/1GEN1 - EY2 - KAN	12:25: 4 - 0/1GEN1 - EY2 - KAN	12:25: 4 - 0/1GEN1 - EY2 - KAN	12:25: 4 - 0/1GEN1 - EY2 - KAN	12:25: 4 - 0/1GEN1 - EY2 - KAN			
1pm								
2pm	2:10: 5 - 0/1GEN1 - EY2 - KAN	2:10: 5 - 0/1GEN1 - EY2 - KAN	2:10: 5 - 0/1GEN1 - EY2 - KAN	2:10: 5 - 0/1GEN1 - EY2 - KAN	2:10: 5 - 0/1GEN1 - EY2 - KAN			
3pm								

Staff /room changes will always be Red in Colour.

9:00: 1 - 3/4GEN1 - EY5 - GON CRT01

Normal Class – No Changes; will be Blue in colour

9:00: 1 - 3/4GEN1 - EY5 - PET

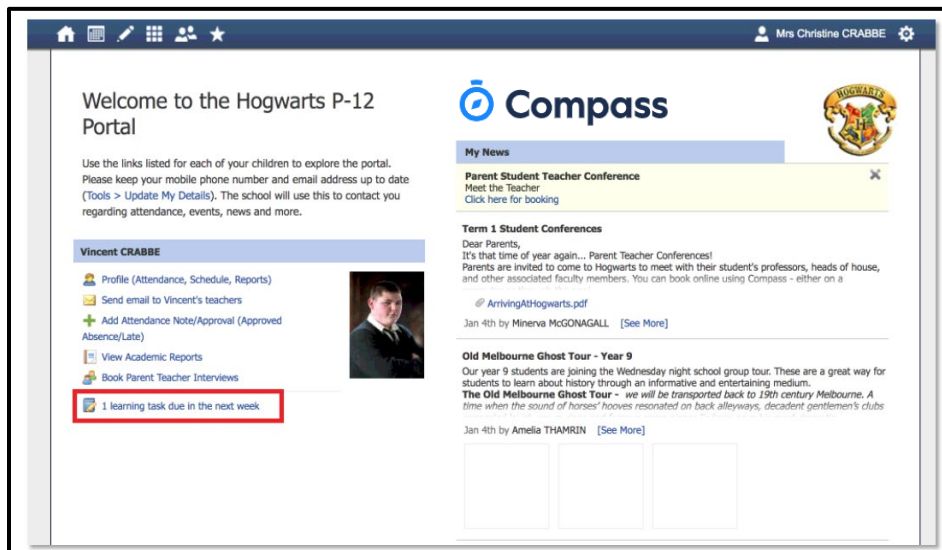
Events These will always be Green in colour

9:00: Grade 3/4 Macleod Fruit Shop Excursion - PET

Learning Tasks

You will see a notification under your child's name they have any upcoming or overdue learning tasks.

You can see this alert highlighted in the image to the right.



Clicking the alert will take you to the Learning Tasks tab of your child's profile. From here you can see all the Learning Tasks that have been set for your child.

If there are no upcoming or overdue tasks, you can see all past tasks by hovering over the Teaching and Learning menu (pencil icon) and selecting 'Learning Tasks' from the drop-down menu.

Dashboard	Schedule	Learning Tasks	Attendance	Reports	Analytics	Insights
Show Hidden Tasks Group by code Academic Year: (Currently Relevant)						
Categories ▼ Assessment Assignment General Homework Practice Task						
Code	Learning Task	Status	Result	Actions		
7MUSH	General Term 3 Task 5 Online Instruments of the Orchestra Assig Week 9 and 10 Class Task Report: No	Due date: 14/10/20 09:00 AM Submitted: Pending	-			
7HEAH	General Dimensions of Health Activity Class Task Report: No	Due date: 12/10/20 04:00 PM Submitted: On Time	-			
7ENGH	Assessment Assessment Task Sem2 #4: Issues Task Class Task Report: Yes	Due date: 09/10/20 04:00 PM Submitted: Overdue	-			
7MATH	Assessment PROJECT: Housing Estate Class Task Report: No	Due date: 09/10/20 04:00 PM Submitted: On Time	-			
7FREH	General Animal Picture Dictionary Week 10 Class Task Report: No	Due date: 18/09/20 04:00 PM Submitted: Received Late	-			
7SCIH	Assessment Practical: Mapping magnetic fields Class Task Report: No	Due date: 18/09/20 04:00 PM Submitted: On Time	-			

Student Attendance - Summary

This displays your child's attendance history.

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

Summary

Summary

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

Notes/Approvals

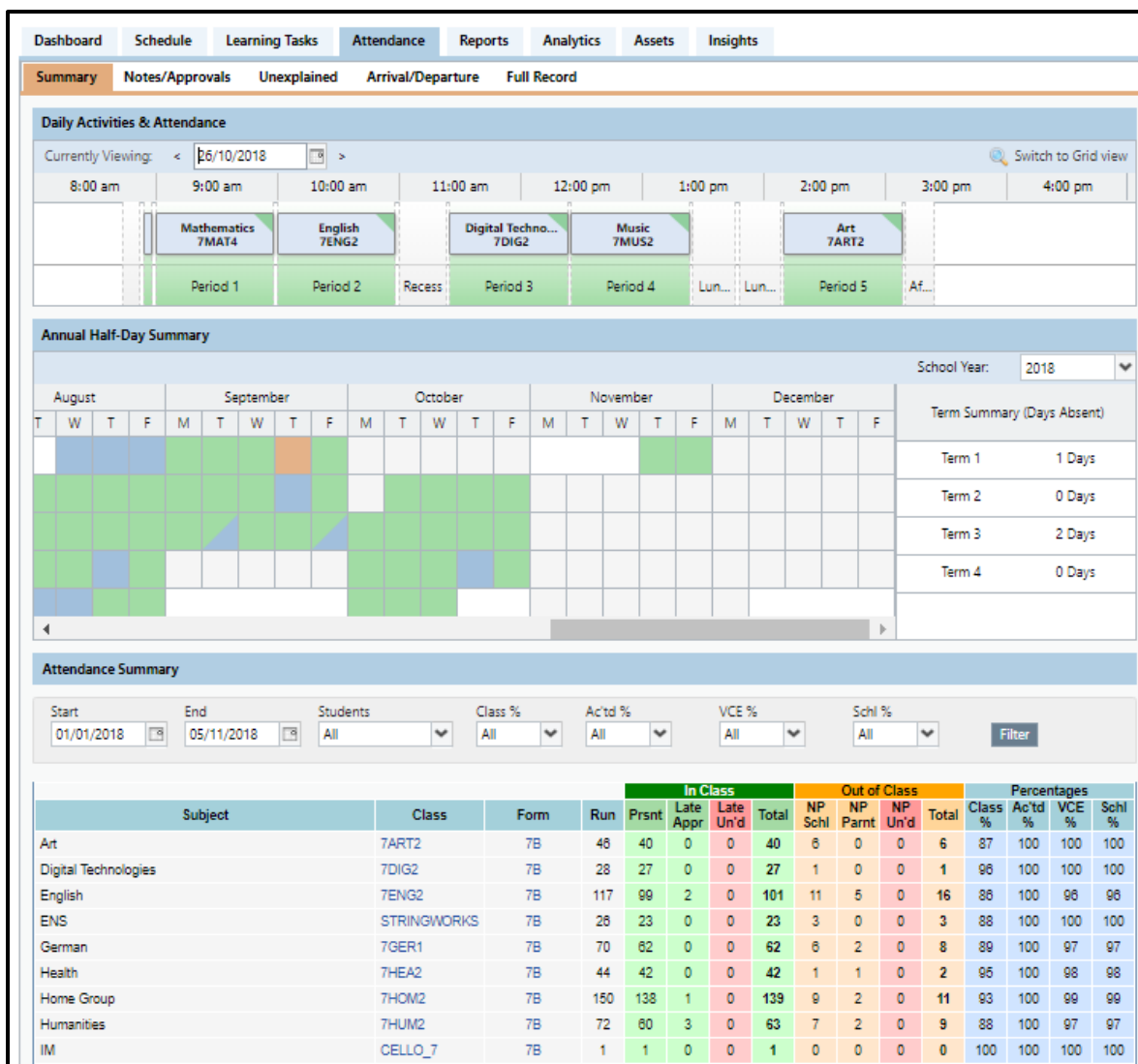
Notes/Approvals

Enter Parent Approvals as per page 8.

Arrival/Departure

Arrival/Departure

This displays a record of all Arrivals/ Departures involving your student. Students MUST sign in and out at the General Office.



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.

Notes/Approvals - Parent Approved Absence

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

This can be done the morning of the absence or if it is a planned event, it can be entered any time prior. Parents/Guardians 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 assist you.

An attendance SMS is sent out daily at 10.30am for Unapproved Absences

+ Add Attendance Note

Step 1

Click Add Attendance Note

Reason:

Details/Comment:

Step 2

Select the reason the student will not be at school from the options in the dropdown menu. Then add any detail or comments on why the student will not be attending.

Start:

Finish:

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 time (8am-5pm)

Save

Step 4

Click **SAVE**

Student:

Active

DashboardSchedulePersonalLearning TasksAttendanceReportsAnalyticsAssetsInsights

SummaryNotes/ApprovalsUnexplainedArrival/DepartureEnrolmentsFull Record

Attendance Notes

+ Add Attendance Note

School Activities

+ Add School Activity

Attendance Note Editor

Note Details

Person:

Reason:

Enter a reason...

Details/Comment:

Options:

☐ Department Approved/VCE Compliant

Start:

29/10/2018

08:00 AM

Select a period...

Finish:

29/10/2018

05:00 PM

Select a period...

Potentially Affected Sessions

Activity	Start	Finish
0/1HOM1 (Primary: ...	29/10/2018 08:54 AM	29/10/2018 08:59 AM
0/1GEN1 (Primary: G...	29/10/2018 09:00 AM	29/10/2018 09:59 AM
0/1GEN1 (Primary: G...	29/10/2018 10:00 AM	29/10/2018 10:59 AM
0/1PED1 (Primary: S...	29/10/2018 11:25 AM	29/10/2018 12:24 PM
0/1GEN1 (Primary: G...	29/10/2018 12:25 PM	29/10/2018 01:24 PM
0/1GEN1 (Primary: G...	29/10/2018 02:10 PM	29/10/2018 03:09 PM

Audit

SaveCancel

Page 1 of 1Items 201 - 5 of 5

Page 1 of 1Items 201 - 11 of 11

Unexplained Absences – Require Parent Approval

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

DashboardScheduleLearning TasksAttendanceReportsAnalyticsAssetsInsights

SummaryNotes/ApprovalsUnexplainedArrival/DepartureFull Record

Not Present/Late: Unexplained

Explain with Attendance Note

Print Unexplained Letter ▾

<input type="checkbox"/>	Activity Name	Start	Finish	Period	Location	Staff	Status
<input type="checkbox"/>		01/01/2018	31/12/2018				▼
<input type="checkbox"/>	10MAT2	02/11/2018 02:10 PM	02/11/2018 03:09 PM	5	D17	HIK	Not Present
<input type="checkbox"/>	10MAT2	01/11/2018 02:10 PM	01/11/2018 03:09 PM	5	D17	HIK	Not Present

☐ 10MAT2

Step 1

Tick the checkbox that appears next to the class you are giving Parent Approval for.

Explain with Attendance Note

Step 2

Click Explain with Attendance Note.

Step 3

As per Parent approval on page 8.

Print Unexplained Letter ▾

From this page you can also print an Unexplained Absence Letter, fill it in and return it to the General Office.

You will receive a notification if your child was marked as 'not present' in class or 'late' to school, 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](#)

*If you feel your child's attendance was marked incorrectly please contact
Attendance Officer, Emma Wagner on 9459 0222.*

Student Reports

 Profile (Attendance, Schedule, Reports)

 Send email to teachers

 Add Attendance Note (Approved Absence/Late)

 View Academic Reports

 2 overdue learning tasks

 4 learning tasks due in the next week

 View Academic Reports

A list of Academic Reports will be displayed. Click the Report title to download the PDF onto any device.

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

Reports

Reporting Cycle	School
2018 - Semester 1	Macleod College
2017 - Semester 2	Macleod College
2017 - Semester 1	Macleod College
2016 - Semester 2	Macleod College
2016 - Semester 1	Macleod College

Progress Reports

Cycle: Semester 2, 2018


 Export as PDF


Subject	Area of Assessment				
	Effort	Classroom Behaviour	Organisation	Work Up to Date	Seeks Assistance
Art Matthew BENTLEY	Excellent	Excellent	Good	Good	Good
Digital Technologies Kim MITCHELL	Excellent	Excellent	Excellent	Excellent	Excellent
English Stephen PEGG	Excellent	Excellent	Good	Excellent	Excellent
German Frances HOLL	Excellent	Excellent	Good	Excellent	Excellent
Health Sharyn MOUSSA	Excellent	Good	Excellent	Excellent	Good
Humanities Stephen PEGG	Excellent	Excellent	Excellent	Excellent	Excellent
Mathematics Clayton ZAMMIT	Good	Good	Good	Good	Good
Music Jason ZIINO	Excellent	Excellent	Good	Good	Good
Physical Education Royce LIGHT	Excellent	Excellent	Excellent	Excellent	Excellent
Science Sharyn MOUSSA	Good	Good	Excellent	Excellent	Excellent


Emailing Staff


You can email the teachers of your children, as well as any other staff members at Macleod College from your Compass homepage by clicking on the link underneath your child's name.


Ginny WEASLEY


 Profile (Attendance, Schedule, Reports)

 [Send email to Ginny's teachers](#)

 Add Attendance Note (Approved Absence/Late)

 View Academic Reports


 Book Parent Teacher Interviews












Clicking this link will open the email pop-up window, with all of the teachers for the student listed as recipients. You can select the **red cross** next to each recipient to remove them from the email, or click the 'Add Recipients' button at the top to add any other staff members.









Send Email


Email subject:



Insert context:  ☒ "Re: Ronald WEASLEY (WAL0038), 12A at Hogwarts P-12"

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.

B **I** **U** **A** **A** Format **I**         

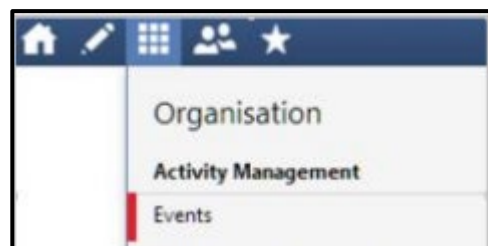
Recipients	
+ Add Recipients - Remove All	
Leigh GINNIVAN - COL, 0 Teacher of STYDA	
Luke MCINNES - DOU, 0 Teacher of AR033A	
Severus SNAPE - DUN, 0 Teacher of PH033A	
Leonie STAR - GER, 0 Teacher of 12PTH8	
Lucas FILER - JAK, 0 Teacher of MA073C	
Minerva McGONAGALL - LMA, 0 Teacher of 12VCAL, HI133B, FLUTE1	
Elizabeth STEWART - RUL, 0 Teacher of EN0138	
Kellie MCKERLIE - TSU, 0 Teacher of SO033A	

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

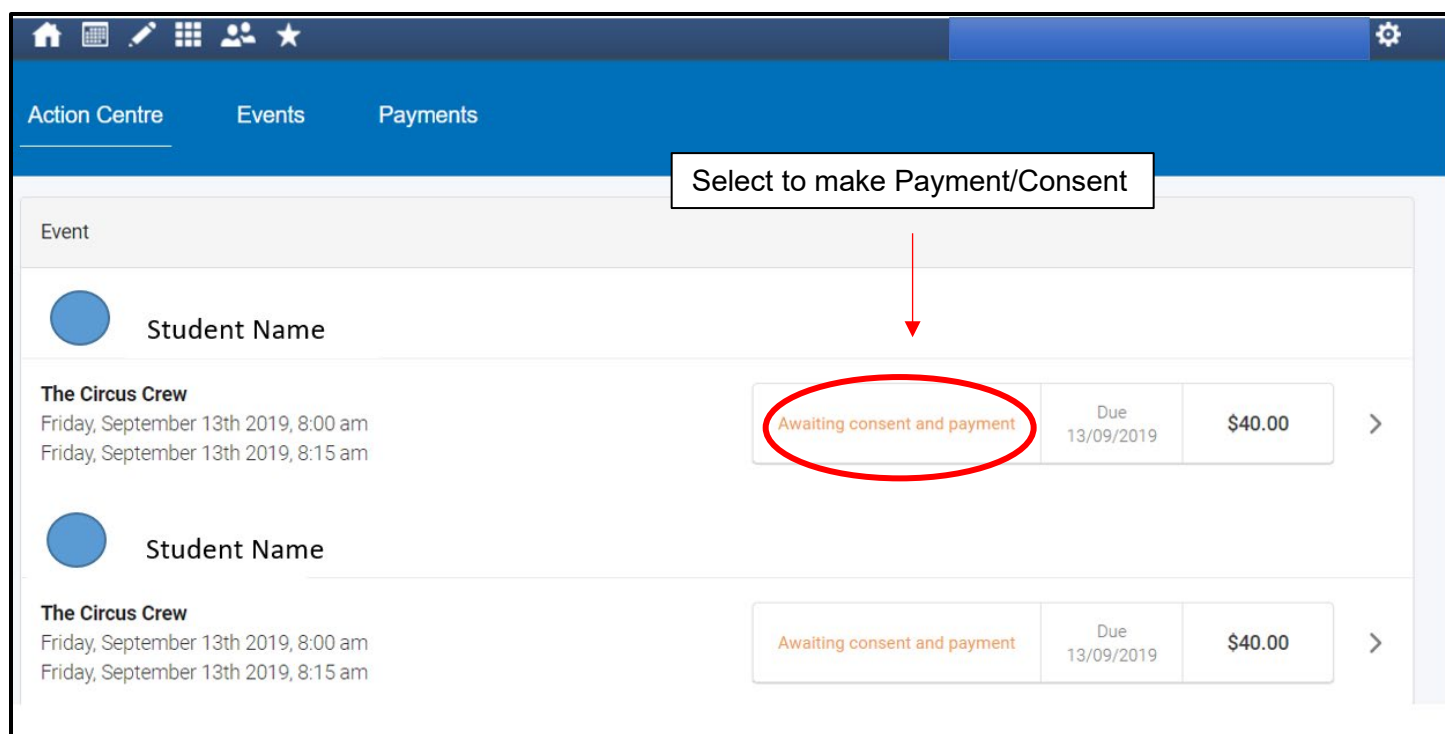
 Send  Cancel

Events - Consent and Payment

From your Compass home page, 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 '**Awaiting Consent and Payment**' button.



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

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.

Events - Consent and Payment – Cont...

Read all relevant information.

Soccer Quarter Finals 2019

Wednesday, August 28th 2019, 9:00 am - Wednesday, August 28th 2019, 3:30 pm

Download Paper Form

1 Event information

Description and educative purpose

The Yr10 Team has progressed to the Quarter Finals, which is a great achievement.

When and where

Location	Start	Finish
Ferando Sports Centre (Off Campus)	Wednesday, August 28th 2019, 9:00 am	Wednesday, August 28th 2019, 3:30 pm

Additional details

Please Note:
- Complete Medical Details or Emergency Contact Numbers only if they differ from details already held on student file.
- If this event has a cost and you would like to use your child's CSEF please contact the Money Elves at the office.

Students to bring a packed snack, lunch, water bottle and soccer boots. Parents are welcome to attend to cheer our team.

Students are to meet in the Gym at 9:00am for the Roll.

Dress code

Sport Uniform

Transportation

- If the student has any medical information currently on file, it will display in the 'Medical Information' section.
- You can review what is on file, including the current Action Plan (or plans) on file if applicable for your child, and add any updated medical information into the field if required.
- For parents with a child who has a current Action Plan, you are asked to acknowledge the plan as still current before proceeding.

2 Administrative questions

Medical Information

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

Title	Description	Action Plan
Asthma		<div>Download</div>

Before consenting to this event you are required to review the above Action Plan to determine whether it is still current. If the above Action Plan requires updating please contact the school.

☐ I acknowledge that the above Action Plan is still current.

Are there any additional medical conditions, allergies, medications or ailments?
e.g. A broken leg, asthma inhaler dosage increase, travel sickness, allergies, dietary requirements etc.

Please contact the school if any permanent/on-going medication information requires updating.

Events - Consent and Payment – Cont...

Fill in any medical conditions or alternate contact details for the event.

2 Administrative questions

Medical Information

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

Title	Description	Action Plan
Headaches	Can have occasional headaches	No Attachments
Asthma		Download

Before consenting to this event you are required to review the above Action Plan to determine whether it is still current. If the above Action Plan requires updating please contact the school.

☐ I acknowledge that the above Action Plan is still current.

Are there any additional medical conditions, allergies, medications or ailments?

e.g. A broken leg, asthma inhaler dosage increase, travel sickness, allergies, dietary requirements etc.

Please contact the school if any permanent/on-going medication information requires updating.

Parent / guardian contact details

Contact Details on file

Mrs Sable BROOKS Email: compass@compass.edu.au

Please contact the school if any of this contact information requires updating.

Contact details on the day (if different from normal)

If there are Questions associated with the event, you will be prompted to respond.

3 Additional questions

Will your child be collected at the end of the event? *

Students are allowed to leave with their parent/guardian at the end of the event; those not doing so will be transported back to the school for collection.

☒ Yes

☐ No

Events - Consent and Payment - Cont...

Type in your name for consent

4 Consent

I give permission for Euan ABERCROMBIE 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 Euan ABERCROMBIE 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 name in full

Enter payment details

5 Confirm and pay

Payment Method

Visa Credit ****9333



VISA

****9333

Payment

Total amount

\$10.00

☒ Pay in full now

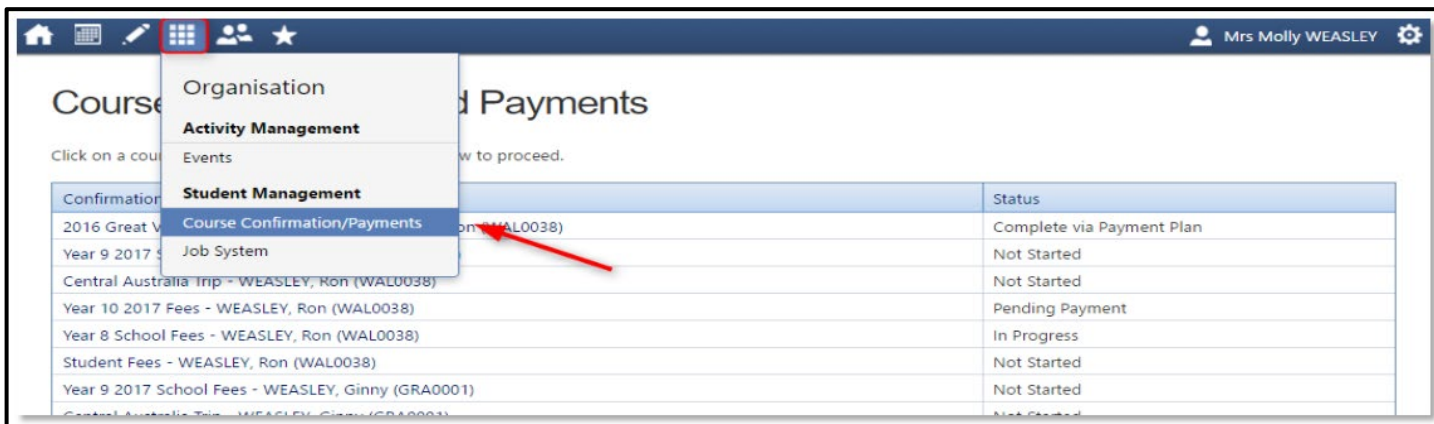
Process

We use CompassPay.com as our payment processing gateway. In clicking the relevant "Confirm and Pay" button to the right, 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 to the right. 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/>.

Click Process

Course Confirmation/Payment

Standard College Charges, Camps, VET, Music Academy, Elective Subjects, etc associated with your child will be accessible on Compass School Manager via Course Confirmation/Payments.



The screenshot shows the Compass School Manager interface. The user is logged in as Mrs Molly WEASLEY. The 'Course Confirmation/Payments' menu item is highlighted in the dropdown menu. A red arrow points to this option. The table below shows the status of various course confirmations.

Confirmation	Status
2016 Great V...	Complete via Payment Plan
Year 9 2017 S...	Not Started
Central Australia Trip - WEASLEY, Ron (WAL0038)	Not Started
Year 10 2017 Fees - WEASLEY, Ron (WAL0038)	Pending Payment
Year 8 School Fees - WEASLEY, Ron (WAL0038)	In Progress
Student Fees - WEASLEY, Ron (WAL0038)	Not Started
Year 9 2017 School Fees - WEASLEY, Ginny (GRA0001)	Not Started
Central Australia Trip - WEASLEY, Ginny (GRA0001)	Not Started

Click 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 download 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.
Payment plan dates decided are by the College 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	<input type="text"/>		
Card Type	VISA ▼		
Card Number	<input type="text"/>		
Expiry (Month/Year)	(Month) ▼	/	(Year) ▼
CVV/CVC	<input type="text"/>	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/>

❖ Fill in Card details

❖ Click on **Pay in Instalments**, a pop up window confirming the payment plan dates will appear. The displayed amounts will be deducted from your nominated card on the given dates.

❖ Click on the **"Confirm"** button to finalise your payment plan.

**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.*

Compass App

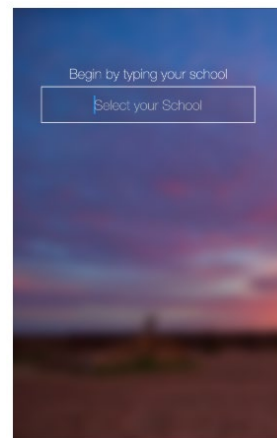
Both the iOS and Android applications are available to download for free from the Apple App Store or the Google Play store. Once installed and opened for the first time, there will be a prompt to choose which school the user is from.

NOTE: The mobile application is not designed for complete use of the Compass platform; it is designed for quick access to a set of specific items of information and specific actions. All features for Student users included in the application are outlined in this article.

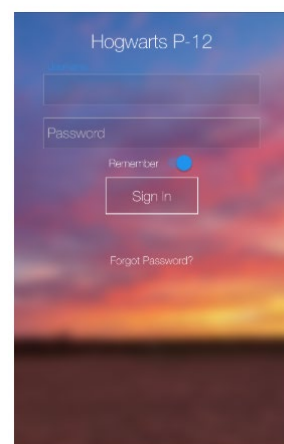
- View your child/children's schedule
- View your child/children's learning tasks
- View your child/children's Reports
- View your child/children's Chronicle entries
- Add Attendance Notes
- Make Conference bookings

Installation and Setup

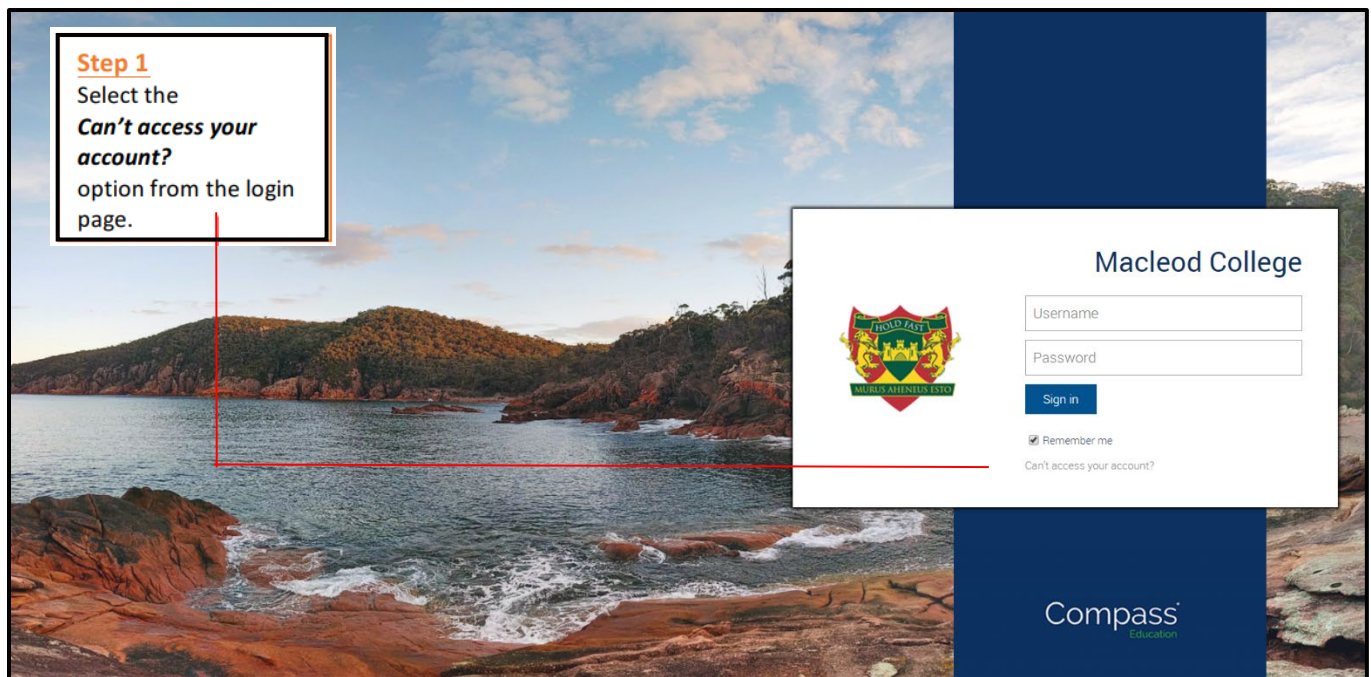
Both the iOS and Android applications are available to download for free from the Apple App Store or the Google Play store. Once installed and opened for the first time, there will be a prompt to choose which school the user is from.



After selecting the school there will be an opportunity to enter a Login ID and Password and if successful, the account will be saved to the device.



Forgotten Password



This link will take you through the password recovery process, which you can complete using your mobile phone number, or email address.

OR

Phone the General Office on 9459 0222 and request a password reset.

