

# Compass School App

(New for 2020)



This year we are introducing our New School App “Compass”

This app should be downloaded from the app store **by both parents**.

To download this app to your device, search “Compass School Manager” (icon will be as shown above)

Each parent will have been sent a log in link earlier this week, and you would have been able to access the school app for “St Joseph’s Patrician College, The Bish”

A full link to how to a parent’s guide to the app can be found here:

<http://www.compass.education/guide>

## **Features of this app allows parents to:**

- Monitor your son’s attendance at school
- Submit attendance / absence record for your son (see attendance & punctuality)
- Update your family contact details
- View your son’s timetable
- Download & view your son’s Term Reports
- Pay & Provide consent for events and school fees, such as: School Insurance, School Services Fee, Voluntary Contribution etc
- We will update the app regularly with updated information, such as School Calendar, updated booklists, upcoming events, press releases and other various links.
- **It is very important that parents engage with the app on a regular basis as this will be the primary communication method to keep up to date with school activities & announcements etc.**

## LOGGING IN TO COMPASS:

Once you have downloaded the app to your device you can then log in.

- To log in you will require your unique username and password. These details have been provided to you by our school. If you have not yet received your log in details, please email [office@bish.ie](mailto:office@bish.ie) and we will resend to you.
- Upon first login, you will be required to change your password and confirm your email address and mobile phone number.
- These details may be used by our school for SMS, password recovery and email communication throughout the year

### Logging In:

- Open the App
- Enter Username (which you have received) – if you have not yet received your log in details yet, please email us [office@bish.ie](mailto:office@bish.ie) and we will re-send on to you.
- Enter the temporary password (which you received with your username) This password can be changed to a password of your own choosing when you log in for the first time.
- Your new password must be (a) at least 8 characters in length, (b) contain at least 1 alphabetical character, (c) contain at least 1 number (eg) joebloggs1
- If you have lost or forgotten your password you can choose to reset it at the log in page by clicking “can’t access account” link on the front page.

The home screen of this app will provide you with relevant alerts and news as well as quick access to your son’s profile.

For Full information and instruction on how to use new school app, please click on the link below:

<http://www.compass.education/guide>



# ATTENDANCE & PUNCTUALITY:

We kindly ask that parents contact the school on the morning of the absence, this can be done via the school app.

**This year we are introducing our school app "Compass" which allows parents to enter a record / explanation of absence for their son without having to phone or email the school.**

## Entering an Attendance / Absence Note

**Where possible, attendance notes should be entered prior to the absence / lateness occurring**

1. From the Compass home screen (or from your son's profile) , click **Add the Attendance** note item
2. From the pop-up window
  - Select the reason
  - Enter a brief description of the absence
  - Select the start and finish time
  - Click the 'Save' button

It is important to note that it is our policy to contact parents where a student has been marked as absent and no explanation has been received by the school office either via the app, by email or by the parent phoning the school office.

If your son is going to be absent for a number of days, (due to medical issue, travel etc) we ask that parents notify us in email so that we can have a record of the absence.