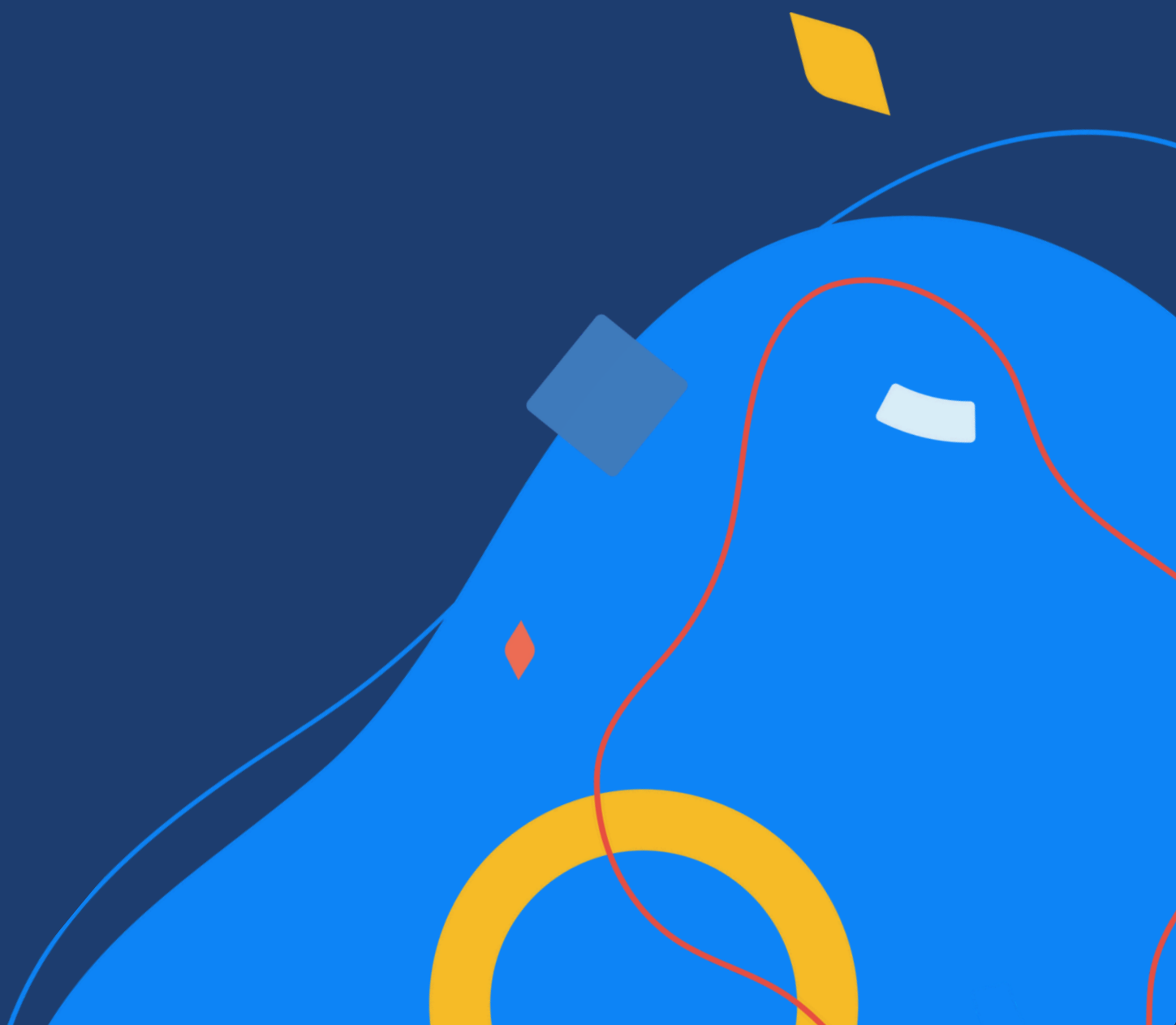




# Parents Guide

Edgewood Primary School



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# Getting Started

## How to: Access Compass

### On a Web Browser

Compass is a web-based system that is accessible on any modern web browser (Chrome, Firefox, Safari etc).

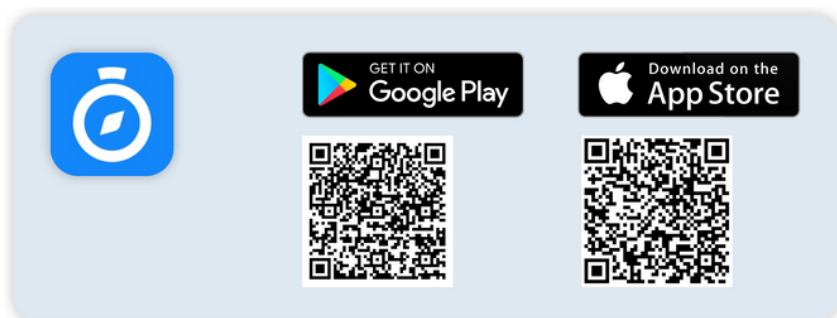
Every family receives separate logins to our school's Compass site. This log in information is provided to you by the school.

**Your portal URL is :**

<https://edgewood-notts-uk.compass.education/>

### On the Compass School Manager App

You can use the Compass app to action tasks. The app is available to download for free from the Apple App Store or the Google Play store.



#### **Don't forget!**

Allow notifications from the Compass School Manager app to ensure you don't miss any important updates from the school.

Once installed you will be prompted to select our school from the list at which point you will be required to enter your login details. These will be the same details you use to log in to your Compass Parent Portal.

You will receive an email invitation to access your Compass portal for the first time.

This will contain your Username and a Temporary Password.



**We recommend that you log in initially through a web browser for your first log in**

## Welcome to Edgewood Primary and Nurser Compass Platform

Dear Mr.John SMITH and Mrs.Elizabeth SMITH,

Welcome to Edgewood Primary and Nursery School Compass pla  
Learn more about Compass using our parent guide [available here](#)

Your login details are below to get you started:

Compass username:

**{Username}**

Temporary password:

**{TemporaryPassword}**

School portal:

<https://edgewood-notts-uk.compass.education>

**Make a note of your Username for future logging in**

**You will be prompted to choose your own password when you first access Compass**



## Edgewood Primary and Nursery School

Username

Insert username  
provided in email

Password

Insert temporary  
password provided in  
email

Sign in



☒ Remember me

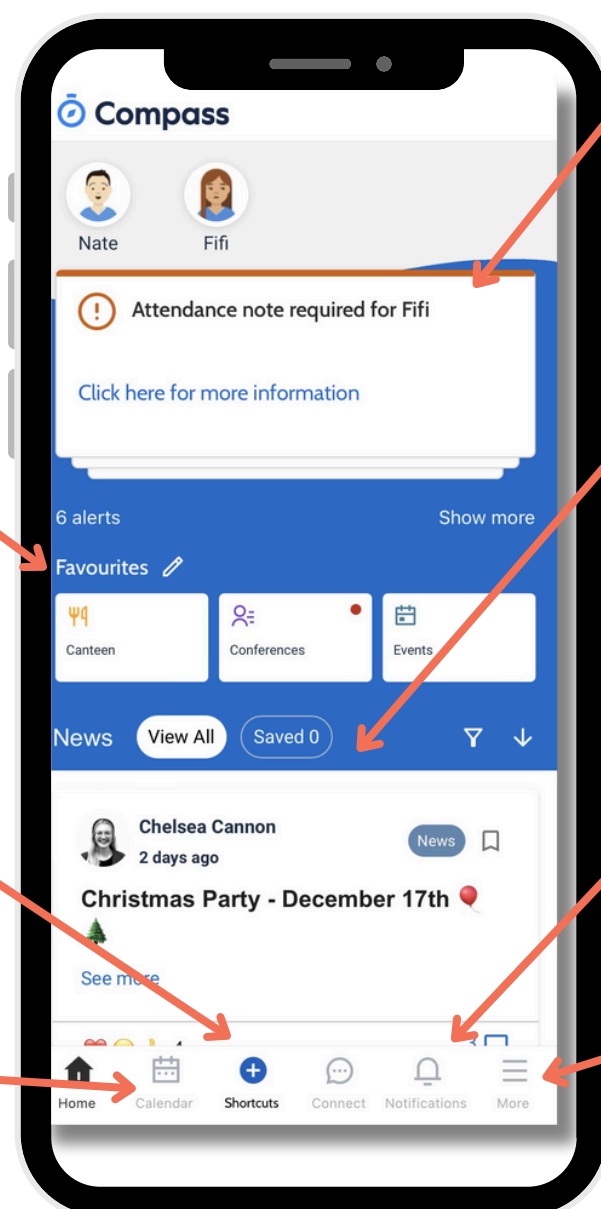
## How to: Use the Compass App

### Home Page

**Favourites:** Customise this section by clicking on the pencil icon to select which modules you would like quick access too.

**Shortcuts:** Quickly send an email, pay for an event, or submit an attendance note

**Calendar:** Your child's daily schedule and other events for parents



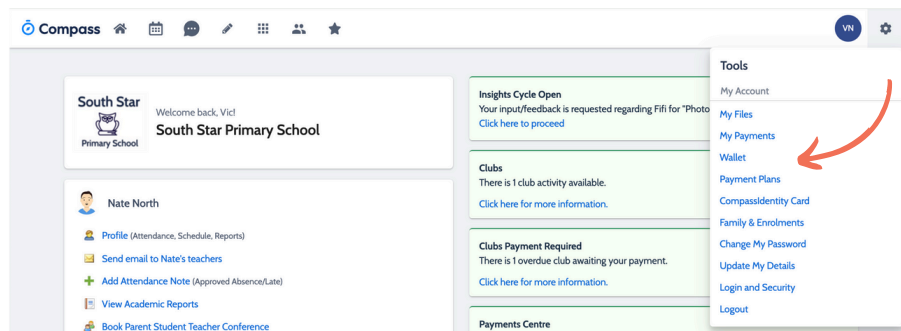
**Alerts:** Where you will be prompted to complete attendance notes, sign up for events, or make payments

**NewsFeed:** See posts from your school admin or teachers about school activities.

**Notifications:** A log of all push notifications sent to you.

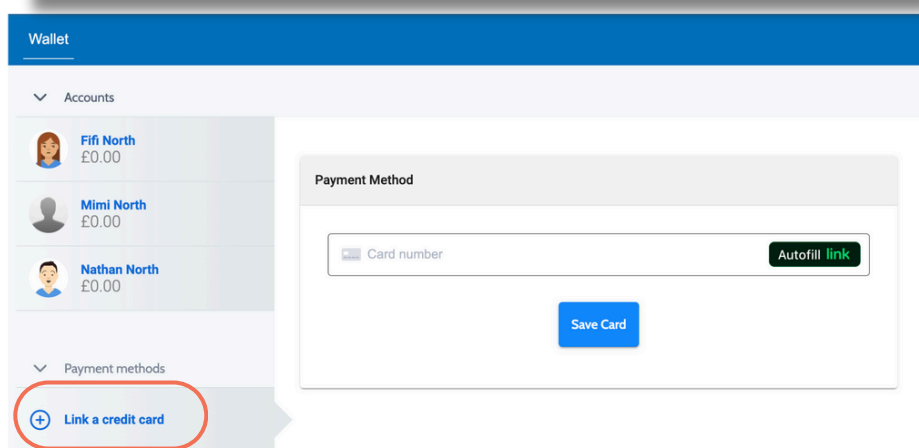
**More:** Access other Compass modules and app settings

# How to: Add a Payment Card In the Web Browser



To speed up the process of making payments through your Compass portal, you can add a payment card to your account.

From your Compass Home Page, click into the **Tools** menu (cog icon) and select **Wallet**

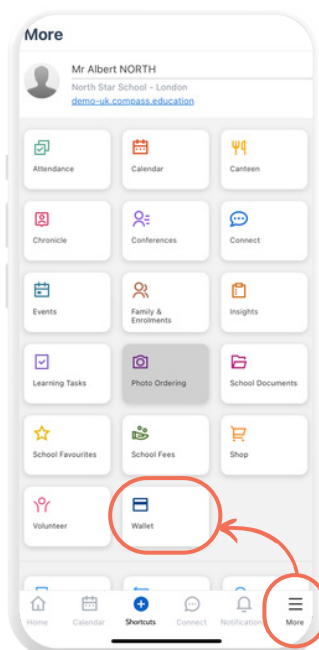


In this screen you will see a Wallet account for your child/children.

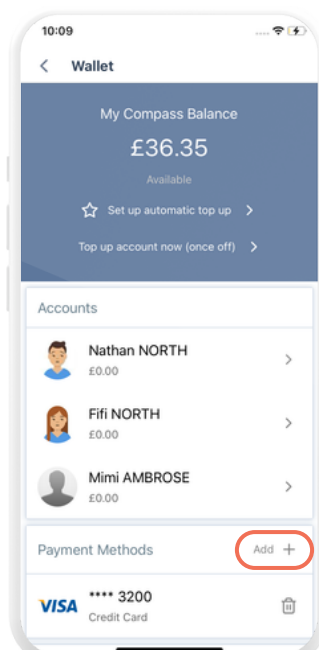
Under 'Payment methods' select **+Link a credit card**. Here you will be prompted to enter your card number, expiry and CVC

Click 'Save Card' to add this payment card to your Compass account.

## In the Compass School Manager App



**Step One**  
Click on the 'More' option on the Navigation menu at the bottom of the screen. Select 'Wallet' from the coloured tiles.



**Step Two**  
Click 'Add +' next to 'Payment Methods'. Enter your card number, name, expiry date and CVC and click 'Add Payment Method'.

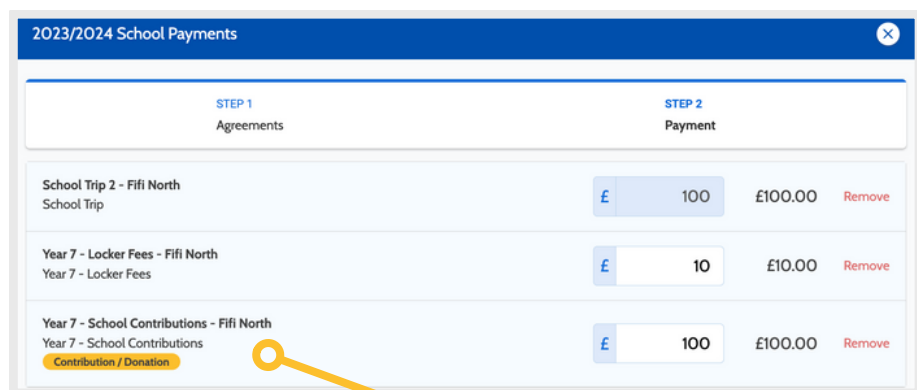
**Please note:**  
You will need to refresh your browser page / App to save your card details

# How to: Pay a Fee or Contribution

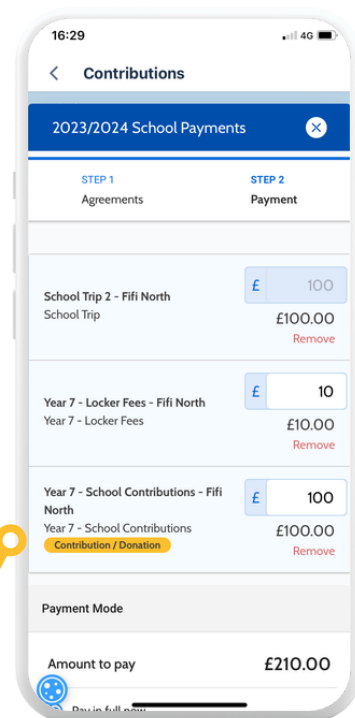
If you are required to make a payment to your child's school, a banner notification will appear on your dashboard.

**Event Consent/Payment Required**  
There are 2 events awaiting your consent and/or payment.  
[Click here for more information](#)

Each payment or charge will detail whether it is a **Standard Fee** or a **Donation**. Standard Fees are required by the school and will contribute to your 'owed' balance. **Contribution / Donation** amounts are voluntary and do not contribute to your 'owed' balance.



STEP 1 Agreements	STEP 2 Payment
School Trip 2 - Fifi North School Trip	£ 100 £100.00 <a href="#">Remove</a>
Year 7 - Locker Fees - Fifi North Year 7 - Locker Fees	£ 10 £10.00 <a href="#">Remove</a>
Year 7 - School Contributions - Fifi North Year 7 - School Contributions <b>Contribution / Donation</b>	£ 100 £100.00 <a href="#">Remove</a>



16:29 4G

< Contributions

2023/2024 School Payments

STEP 1 Agreements STEP 2 Payment

School Trip 2 - Fifi North School Trip £ 100 £100.00 [Remove](#)

Year 7 - Locker Fees - Fifi North Year 7 - Locker Fees £ 10 £10.00 [Remove](#)

Year 7 - School Contributions - Fifi North Year 7 - School Contributions **Contribution / Donation** £ 100 £100.00 [Remove](#)

Payment Mode

Amount to pay £210.00

**Contribution / Donation**

This orange banner denotes that a payment is a **Donation** and, therefore, is voluntary.

## Contribution / Donation Payments

These items are only payable once, and will default to a £0 contribution. You can change this amount to a chosen donation amount, or leave it as £0. Once you finalise a payment for this Contribution, the item will no longer be payable, and will not show the next time you log into your school portal. Only items without this flag will remain payable until the full amount has been paid.

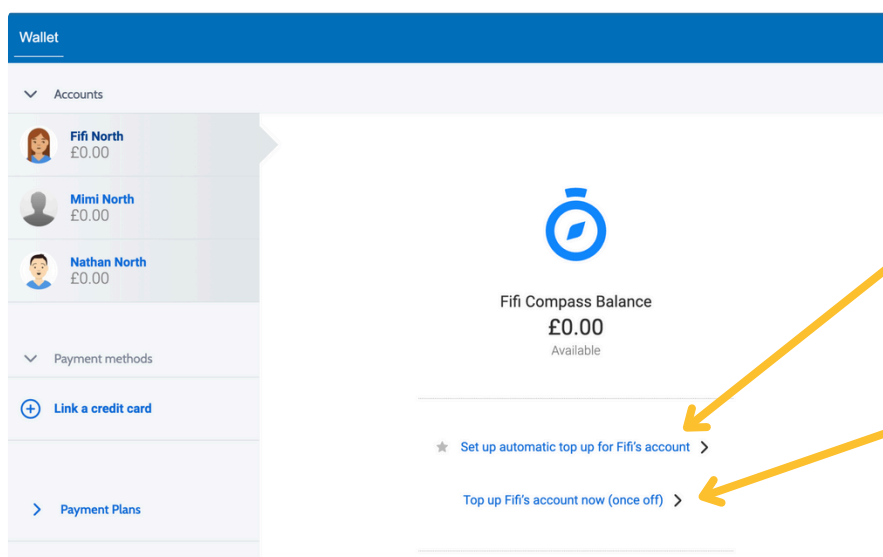




# How to: Top up your Wallet Balance

## In the Web Browser

It is important to top up your Compass Wallet so that the school can order your child a lunch if you have not pre-ordered. The school will charge your child's Wallet when they choose their lunch. If you wish, you can use the 'automatic top up' feature to ensure their wallet remains topped up.

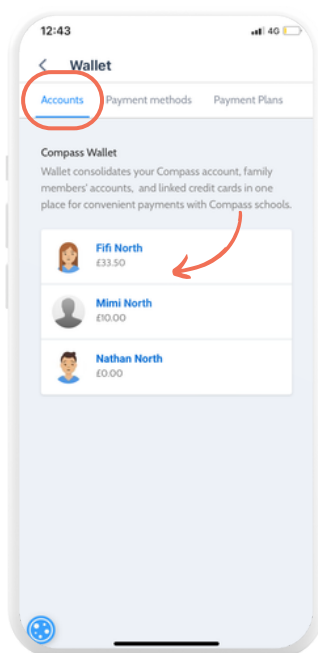


From your **Wallet**, found in the **Tools** menu (cog icon), select the child from the Accounts on the left.

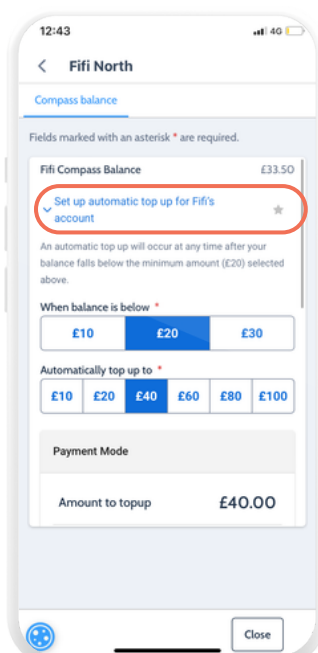
Select '**Set up automatic top up for [Child]'s account**' and determine the minimum amount and top up amounts.

Alternatively, select '**Top up [Child]'s account now (once off)**' to top up the wallet with a one off payment.

## In the Compass School Manager App



**Step One**  
Click into the 'Wallet' tile as before and select the relevant child's account.



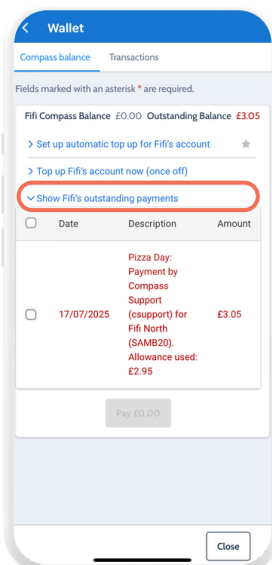
**Step Two**  
Select '**Set up automatic top up for [Child]'s account**' and determine the minimum amount and top up amounts.

Alternatively, select '**Top up [Child]'s account now (once off)**' to top up the wallet with a one off payment.

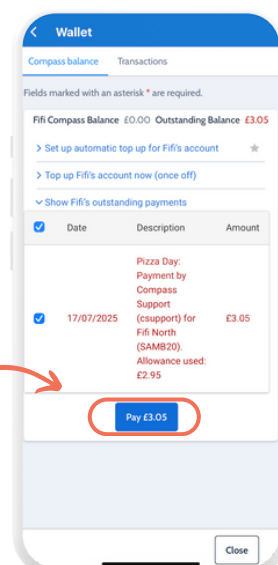
[Show Fifi's outstanding payments](#) ▼Pay £3.05

Outstanding balances are required to be paid off before allowing the wallet to be topped up.

A screenshot of the Compass Wallet app interface. At the top, there's a blue header bar with a white back arrow and the word 'Wallet'. Below the header, there are three tabs: 'Accounts' (highlighted with a red circle), 'Payment methods', and 'Payment Plans'. The main content area is titled 'Compass Wallet' and contains a paragraph explaining that the wallet consolidates various accounts and credit cards. Below this, there's a list of three accounts, each with a profile picture, a name, a balance, and a payment status. A red arrow points to the 'Fifi North' account.



**Step Three**  
Once one (or more) item/s have been ticked, the **'Pay'** button will appear for you to process the payment.



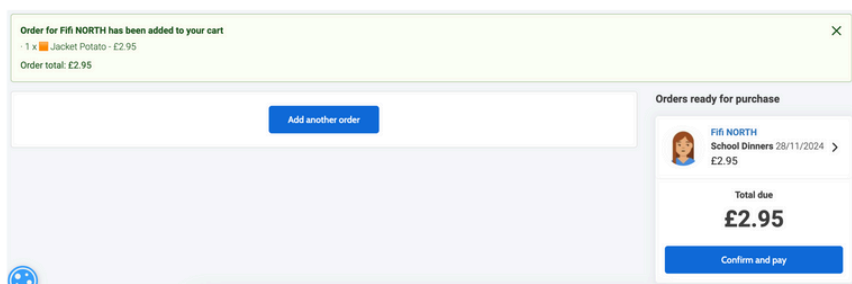
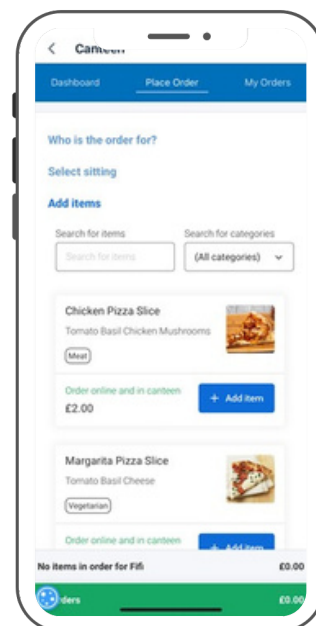
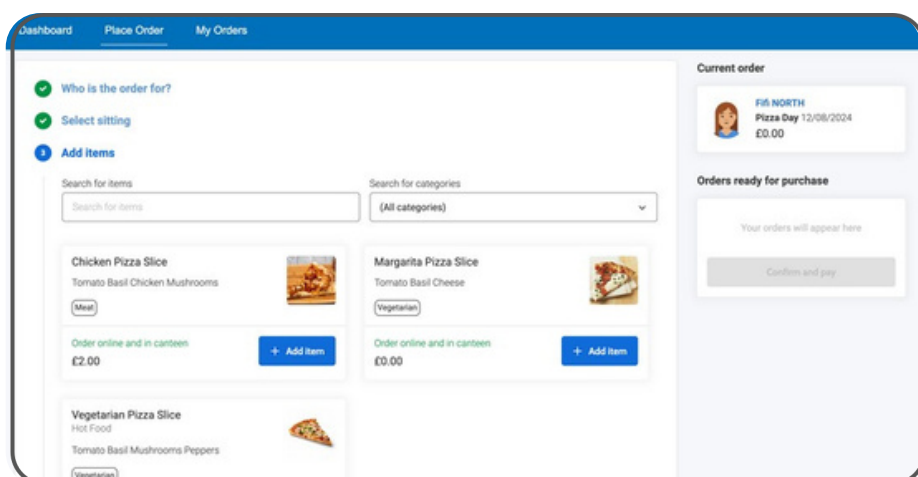
# How to: Order School Meals

## Order School Meals in Advance

If you wish to, you can order and pay for your children's lunches (in advance) on the web browser or in the Compass School Manager App. In the browser, the [Canteen](#) module is accessible via the [Community](#) menu (people icon). In the app, the Canteen module tile is accessible via the 'More Menu'.

### Step 1 - Place Orders

- Select who the order is for
- Select Sitting i.e. date and menu
- Add items to the cart



When you have added your items to the cart, they will appear in the green banner at the top of your screen. Click 'Add another order' to order for another day. It is recommended to process multiple meals at one time to reduce the cost of transaction fees.

# Compass

## Order School Meals

continued

### Step 2 - Confirm and Pay

Choose to pay with a new credit card or the payment card added to your account. Finally click 'Process' as the final step.

For students eligible for Free School Meals, please continue with this process and click 'Confirm and pay' for the orders ready for purchase. The following screen will show that an allowance has been applied and Total due : £0.00.

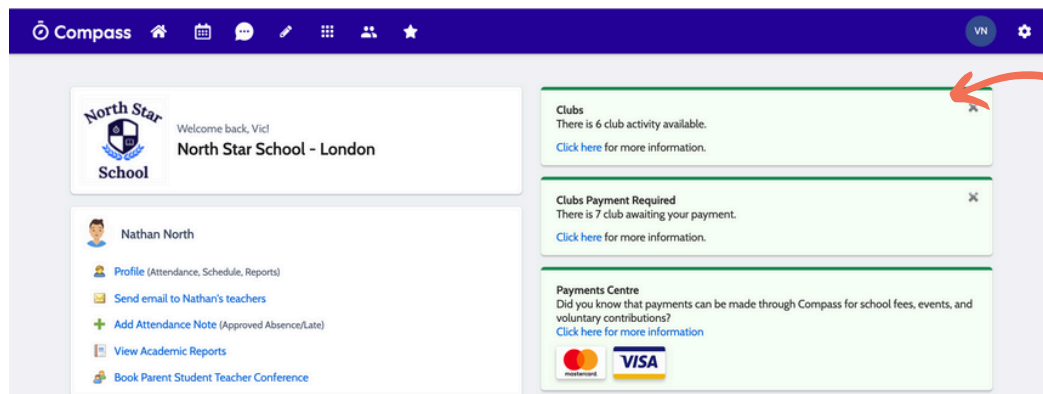
You will still need to click 'Process payment' to confirm the lunch orders.

### View My Orders

Users are able to see their Past and Upcoming orders in the 'My Orders tab'. Parents can toggle between their children and see the status, price and details of the order.

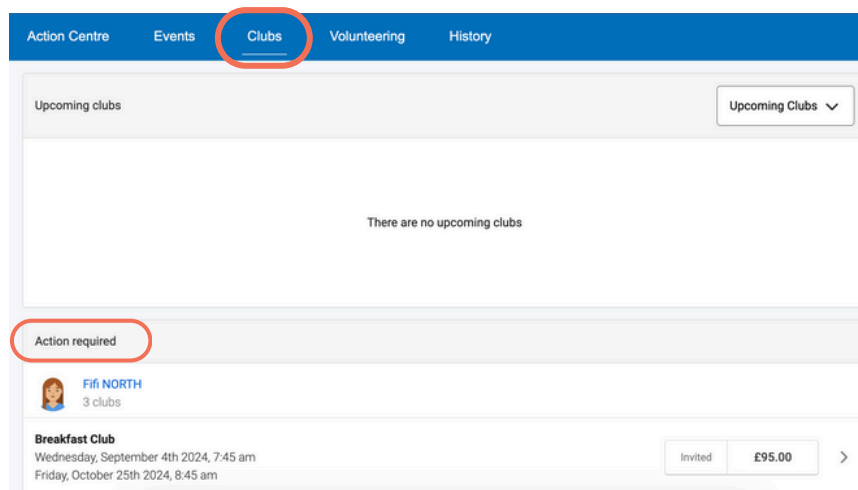
# How to: Book and Pay for Clubs In the Web Browser

Please refer to page 11 if you wish to book and pay for Clubs in the Compass School Manager App.



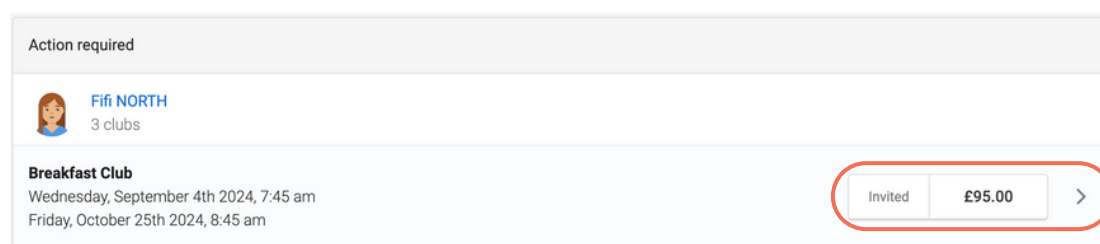
## Step One

Click on the link on your Compass homepage inviting you to book and pay for Clubs



## Step Two

You will be directed to your Action Centre where you can consent and pay for Events, Clubs and other charges posted to you by the school. Click the 'Clubs' tab and see details of available clubs in the 'Action required' section.



## Step Three

Select the Club you would like to opt your child into.

If you have more than one child at the school you will have separate invitations.

\* Please note, some processes may vary depending on your school's portal set up. If you have any questions regarding your Compass parent portal, please contact the school for assistance.

# How to: Book and Pay for Clubs

## In the Web Browser (continued)

### Step Four

The consent page will appear with details of the Club and a list of all available dates to opt into. Tick the boxes to confirm your selections.

[✕ Remove Sessions](#) [➤ Join Sessions](#)

**Booking Information**

Only sessions with available seats are displayed.  
Booking sessions: please select the "Join Sessions" button to book upcoming sessions.  
Removing sessions: please select the "Remove Sessions" button to view and cancel your upcoming booked sessions.

Location	Start	Finish		
GH2	Monday, September 1st 2025, 3:00 pm	Monday, September 1st 2025, 4:00 pm	<input checked="" type="checkbox"/>	Free
GH2	Tuesday, September 2nd 2025, 3:00 pm	Tuesday, September 2nd 2025, 4:00 pm	<input checked="" type="checkbox"/>	Free
SH2	Tuesday, September 9th 2025, 3:00 pm	Tuesday, September 9th 2025, 4:00 pm	<input type="checkbox"/>	Free
SH2	Wednesday, September 10th 2025, 3:00 pm	Wednesday, September 10th 2025, 4:00 pm	<input checked="" type="checkbox"/>	Free
SH2	Thursday, September 11th 2025, 3:00 pm	Thursday, September 11th 2025, 4:00 pm	<input checked="" type="checkbox"/>	Free
SH2	Friday, September 12th 2025, 3:00 pm	Friday, September 12th 2025, 4:00 pm	<input type="checkbox"/>	Free

Optional: Use the red 'x Decline Club' button if you do not wish for your child to attend this club.

Tip! Use the status icon to help find which sessions are available, you have already join, or require a fee

### 2 Consent

I give permission for Fifi North to attend this club. 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

To provide consent, please type your name in full

Victoria North

### 3 Confirm and pay

Payment

**Total amount** £5.00

☒ Process

When you submit your details for this page, you will be redirected to an external service to complete your payment. In processing a transaction with us, you agree to our website and payment policies available at <http://compass.edu.au/policy/>.

### Step Five

Enter your name to provide consent and click 'Process' to make the payment for the club.

### Step Six

Using your preferred payment method (selected from the dropdown list), process the payment using the 'Pay' button.

A pop up window will appear to confirm the processed payment for your selected Clubs. You will also receive a confirmation email for the payment.

**Payment Mode**

Club Payment £5.00

**Total amount** £5.00

☒ Pay in full now

**Payment Method**

Visa Credit \*\*\*\*3200

**VISA**

\*\*\*\*3200

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. In processing a transaction with us, you agree to our website and payment policies available at [www.compass.education/policy](http://www.compass.education/policy)

**£5.00**

**Pay**

☒

Payment successful!

£5.00 has been paid successfully.

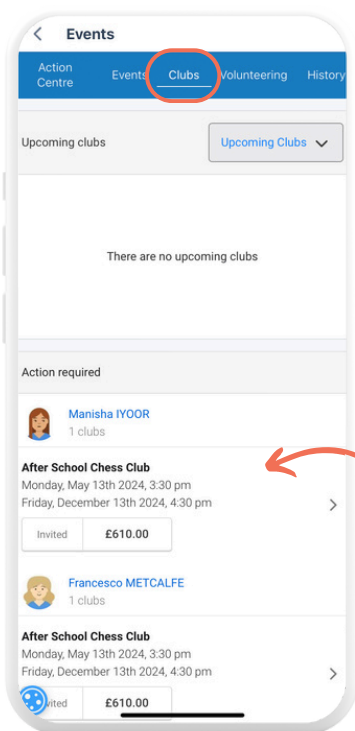
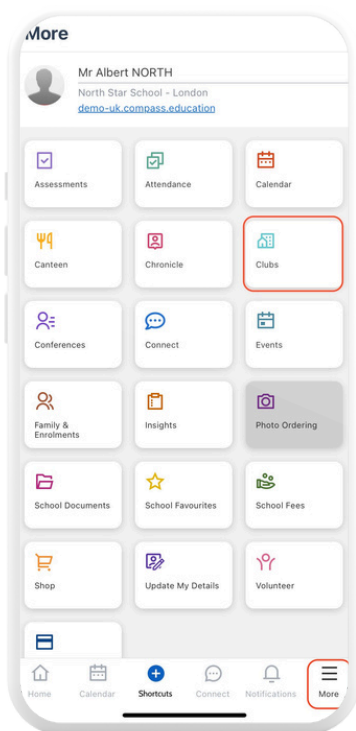
19th July 2024, 11:37 am

**Go back to clubs**

# How to: Book and Pay for Clubs

## In the Compass School Manager App

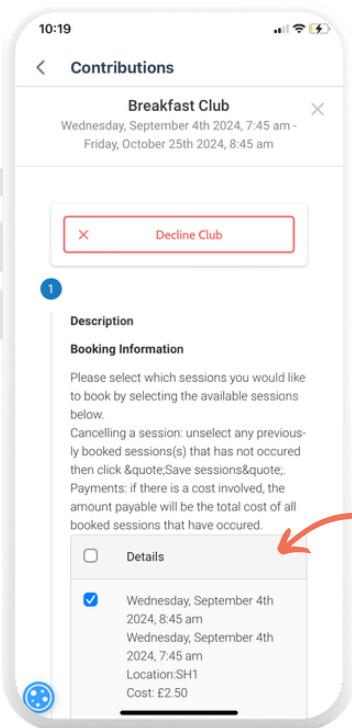
In the Compass School Manager App, you will see an alert on your dashboard when Clubs have been added as available for your children to attend. Use the 'Click here for more information' link to navigate directly to the available clubs. Alternatively, navigate to the 'More' menu and select the 'Clubs' tile (shown below).



Available clubs are listed in the 'Action required' section. You will see your child or children listed for each club they are eligible to attend.

### Step One

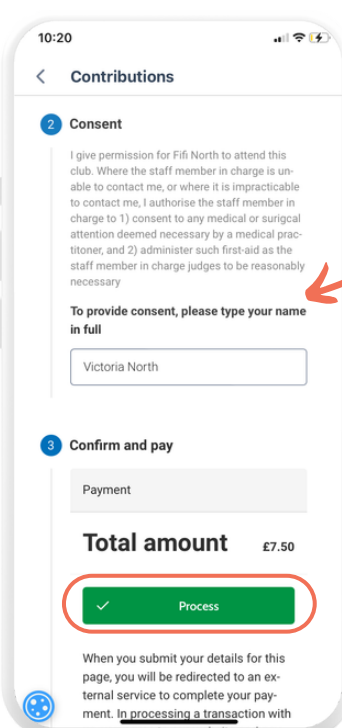
Click on a club that you would like to book and pay for.



Optional: Use the red 'Decline Club' button if you do not wish for your child to attend this club.

### Step Two

Tick all sessions you would like your child to attend.

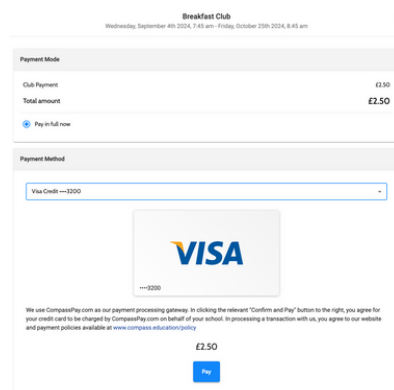


### Step Three

Type your name in full to provide consent for the club

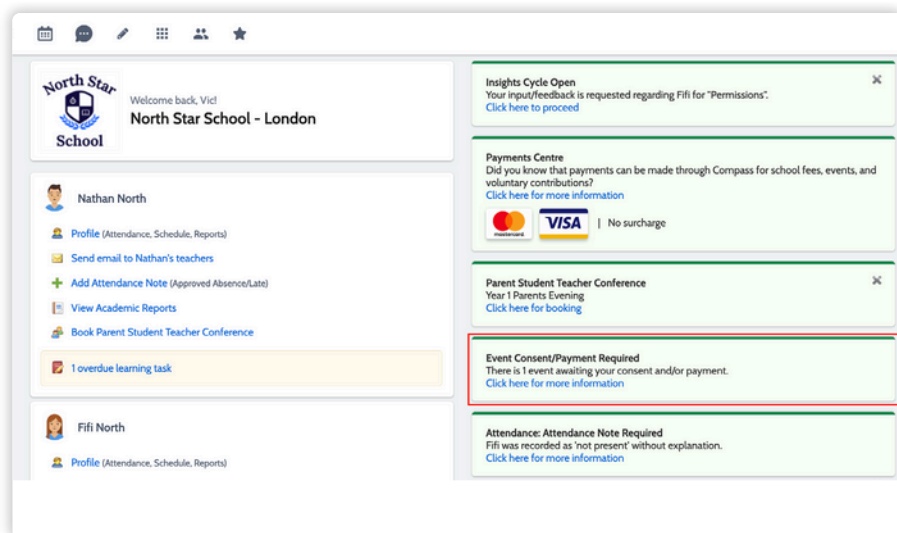
### Step Four

Make payment for the club using your preferred Payment method.



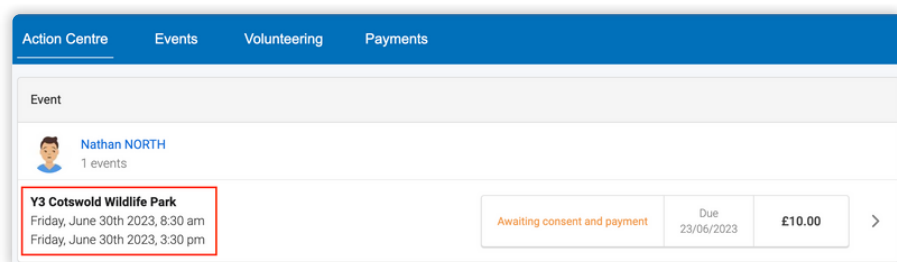


# How to: Consent and Pay for a School Trip



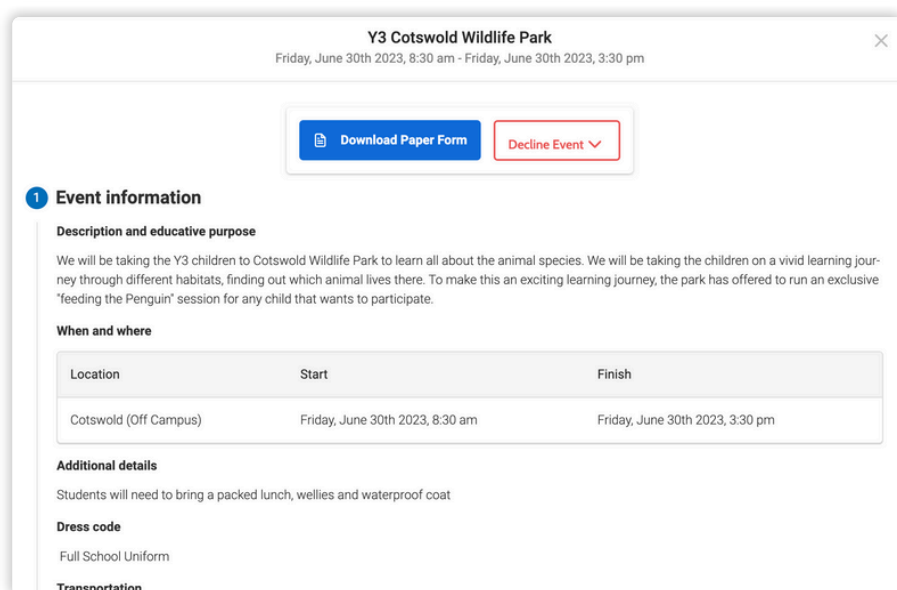
If your child has an upcoming event that requires your **consent and/or payment**, you will see an alert on your homescreen.

Click the alert and it will take you to the Events page (alternatively you can click the grid menu icon at the top of the screen and select 'Events').



On the 'Action Centre' tab you will see any events requiring your action. If you have more than one student at the school, events will be listed here under each child.

Click the event you wish to action.



You will see the details of the event.



# How to: Consent and Pay for a School Trip

## continued

**2 Administrative questions**

**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 Victoria NORTH

Email: aclague@compass.education

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

**Contact details on the day (if different from normal)**

**Additional questions**

Next will be any **administrative information** that you are required to review or respond to.

If you are required to review a medical Action plan, you will need to tick the acknowledgement box to proceed (if the Action Plan on file is no longer current, please contact the school office to advise).

If your child has any further medical conditions not listed, please add the details in the available section. If they do not have any additional medical conditions, you can leave this field blank.

You will then see the current **contact details** on file for you.

If these need updating or different contact information is required for this event, please add that information in the space provided.

# How to: Consent and Pay for a School Trip

## continued

### 4 Consent

I give permission for Nathan North to attend this event and acknowledge the need for my child to behave in line with the school's code of conduct and adhere to the dress code. Should Nathan need be sent home as a result of misbehaviour or inappropriate conduct, I agree to collect him or meet any transport costs.

I consent to Nathan receiving first aid or urgent medical treatment if necessary, and I agree to inform the school of any changes in Nathan's medical circumstances.

If Nathan has a condition that requires medical treatment then it is your responsibility to ensure that information on the school health register, and medicines kept in school, are up to date. These medicines will be taken on school trips and administered as per the care plan if required.

The school also keeps contact information for all parents and carers, which will be used to contact you in an emergency. It is your responsibility to ensure that the information you have given to the school is correct. If you are unsure, e-mail or speak to staff in the school office.

I agree to inform the school as soon as possible if for any reason Nathan will not be attending the event e.g. due to illness, or will arrive late. In the case of late arrival, it is at the discretion of the trip organiser as to whether Nathan will still be able to attend.

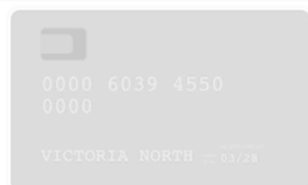
To provide consent, please type your name in full

You will then be required to provide **consent and payment** (please note, not all events will require both, it will vary depending on the type of the event set up by the school).

### 5 Confirm and pay

#### Payment Method

New credit card



0000 6039 4550 0000

Victoria North

03 / 28

555

☐ Save this card

#### 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. In processing a transaction with us, you agree to our website and payment policies available at <http://compass.edu.au/policy/>.

Action Centre Events Volunteering Payments

#### Event accepted

You have accepted Zoo Excursion.

#### Upcoming events

Upcoming Events



Charlotte BELL

2 events

#### Outdoor Education Rock to Reef

Monday, August 1st 2022, 9:00 am  
Monday, August 1st 2022, 3:30 pm

Attending

Due

01/08/2022

\$0.00

>

#### Zoo Excursion

Tuesday, November 1st 2022, 8:50 am  
Tuesday, November 1st 2022, 2:55 pm

Awaiting consent

Due

01/12/2022

\$0.00

>



Sophie BELL

1 events

#### Yr 3/4 Camp, Gundiwindi Lodge

Tuesday, December 27th 2022, 9:00 am  
Friday, December 30th 2022, 4:30 pm

Awaiting consent and payment

Due

16/12/2022

\$112.50

>

Once you have completed the consent/payment, the event will update to show your child as **'Attending'**.

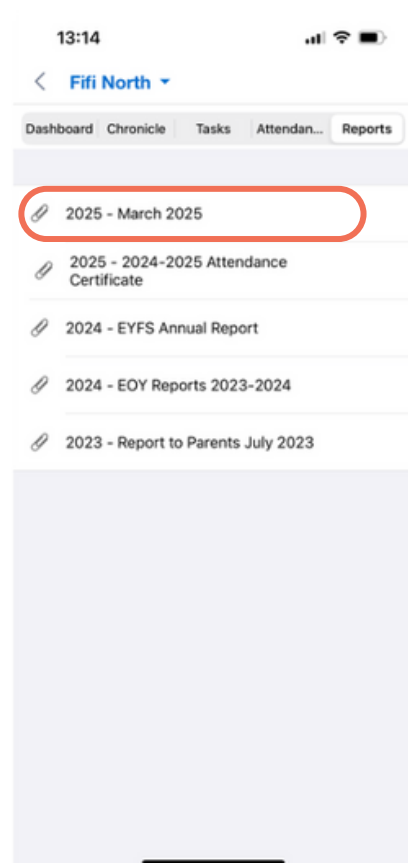
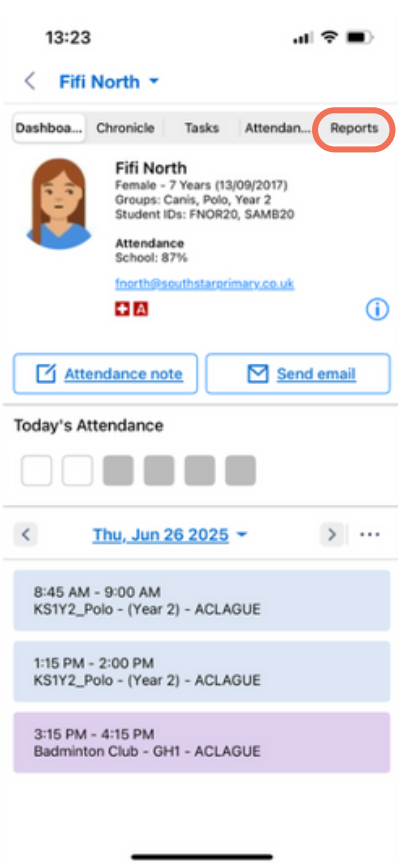
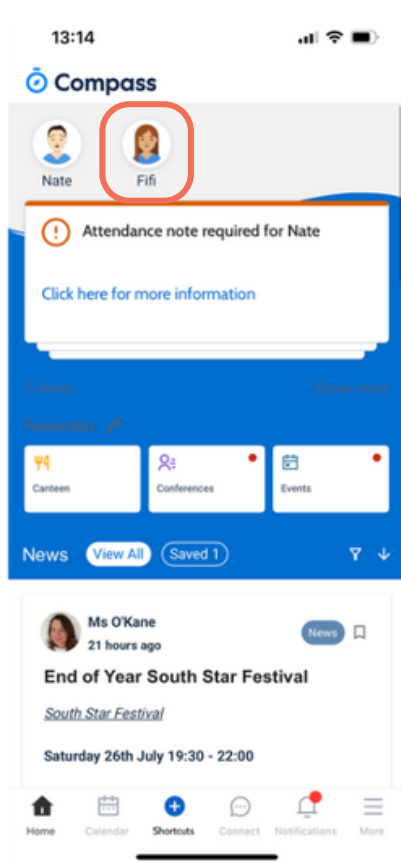
The **'Events'** tab will show all events, both processed and those still requiring your action. To access information on upcoming events that you have already processed, click on the event.

# How to: View Your Child's Report

School admin will publish school reports for you to view through Compass

From the Compass App:

1. Select your student's icon at the top of the home screen
2. Select the 'Reports' tab on the far right of the top tabs
3. Select a report to download and open

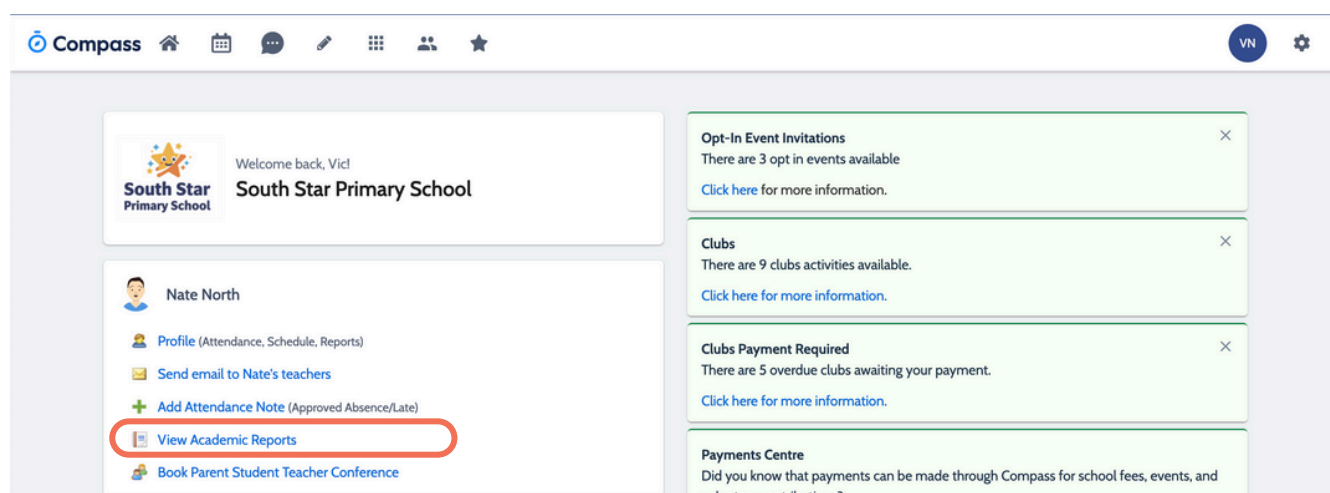


# How to: View Your Child's Report

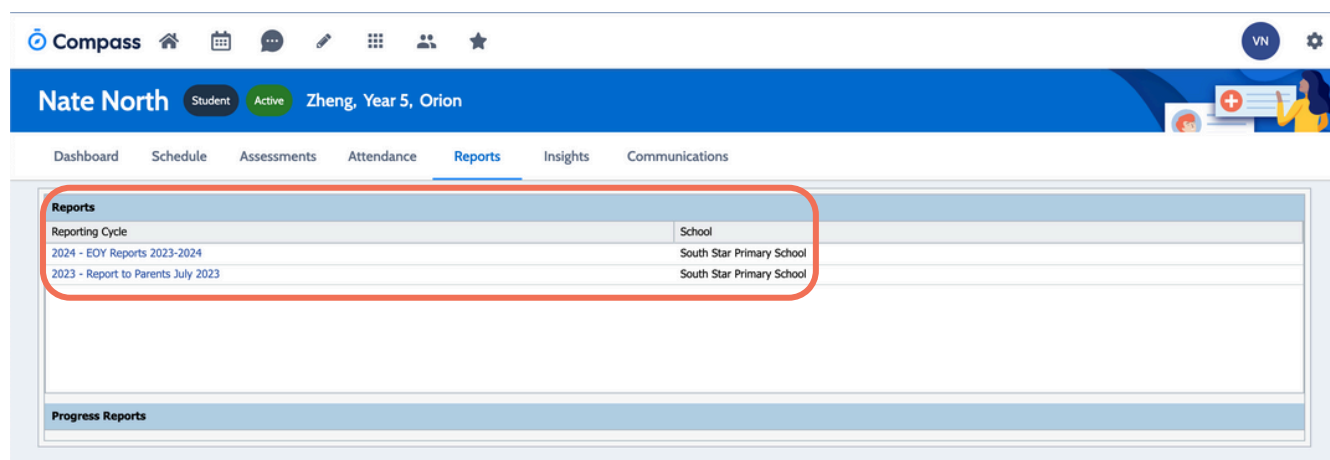
School admin will publish school reports for you to view through Compass

From the Compass Browser:

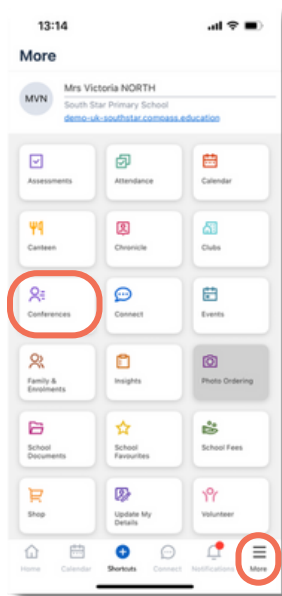
1. From the Homepage select 'View Academic Reports' under your child's name



2. Select a report cycle to view the School Report for your child

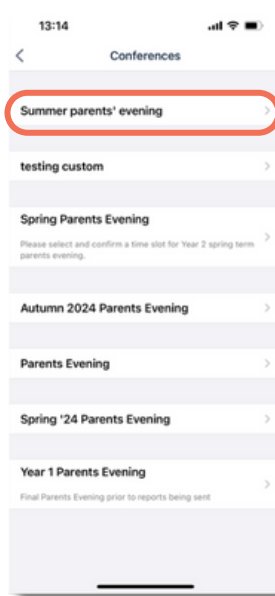


## How to: Book a Parents' Evening Appointment

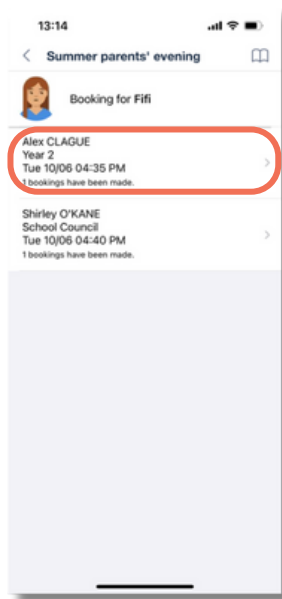


1. Navigate to the 'More' menu in the far right of the bottom navigation bar

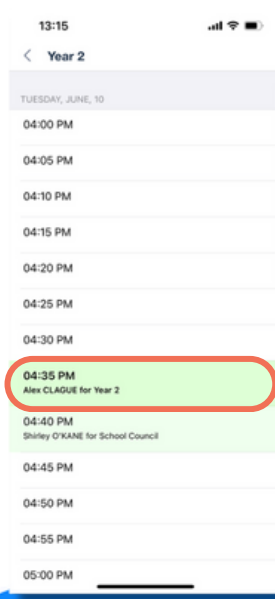
2. Select the 'Conferences' tile



3. Select the parents' evening you would like to book an appointment for from the list




4. Select a teacher or staff member from the list. The list will show any teachers you have been invited to book with. Come back to this screen to book a session with another staff member



5. Select a slot to book an appointment

### Tip!

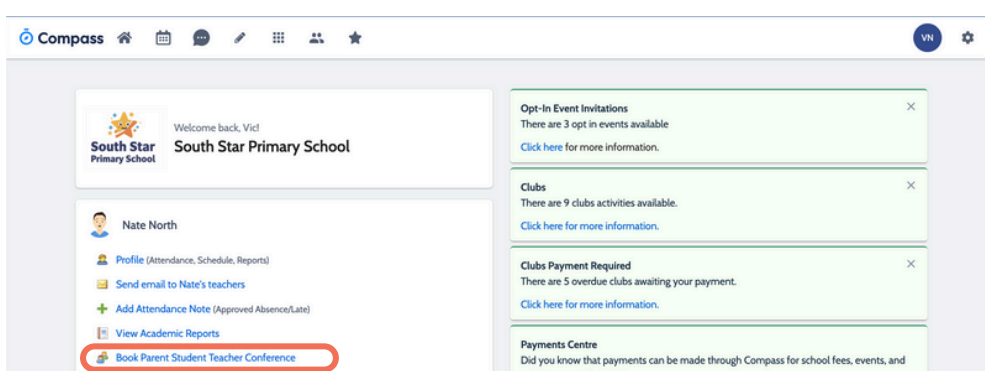
You can also access bookings from your home page alerts

 Parent Student Teacher Conference  
You have open conference cycle(s).  
[Click here for booking](#)

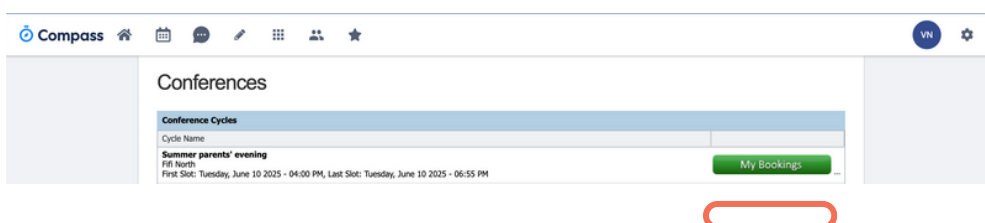
# How to: Book a Parents' Evening Appointment

## From the Compass Browser:

1. From the Homepage select 'Book Student Teacher Conference' under your child's name



2. Select a Conference Cycle to view the booking sheet



3. Select a teacher and time slot to book in a slot. Use the 'Show Me How To Book' button to get a step by step walk through

