



Manor Lakes College

Manor Lakes Prep-12 College
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2020

Online Parent Access via Compass School Manager

Dear Parents/Carers,

I would like to welcome you to our school community for 2019. Commencing at a new school is exciting for all members of the family. Fostering a relationship between our students, our college and home is important in your child's formal education. I would like to take this opportunity to introduce you to the Compass School Manager System. The Compass system is one method we will use to ensure communication lines between the college and home are always open.

You are able to log in to Compass via the following links:

- Directly at the web address: <http://manorlakesp12.vic.jdlf.com.au>
- Via the link found on the college website: <http://www.manorlakesp12.vic.edu.au>

As a parent/carer you can do the following:

- View feedback on your child's learning, including semester reports
- See your child's attendance details
- Approve absences/late arrivals
- View your child's daily and weekly lesson schedule
- Update your contact email address and mobile phone number (the details listed will be used to send emails and SMS alerts).
- View the College community based calendars
- Complete online payments for events/excursions and essential educational items
- Contact your child's teachers via electronic communications

Locate the Teaching and Learning drop down menu - this is the pencil icon in the top left hand corner of the screen. This will give you access to your child's learning tasks including:

- The tasks that have been allocated
- Feedback about the learning that your child achieved
- The results achieved by your child

Compass provides the school community with a range of facilities, which will streamline communication and provide enhanced access to information. It will also improve many of the school's administration processes. Parents will play an important role in this initiative. For those families new to the college your username and password details can be found below. Please ensure these details are kept in a safe place, and **not** made available to students.

Username:

Password:

Compass is intended to be self-explanatory and easy to use, however if you require assistance please contact the college administration.

Kind regards,

**Principal
Steve Warner**