

23rd October 2017

Dear Parents/Guardians,

As of this week, Essex Heights Primary School is excited to add two new features to our Compass Management System. We will be introducing **Compass Events** and **Compass Pay** for our families. This will enable all parents to give consent and pay for their child's/children's camps/excursions/incursions via the Compass Portal. The Compass Events and Compass Pay procedures will not only ensure all events can run smoothly, safely and effectively, it will also have the following benefits for both parents and teachers:

- A drastic reduction in the amount of waste paper and photocopying
 - No more lost or misplaced notes/permission slips
 - More efficient communication for parents regarding events
 - A quick and easy way for parents to consent and pay for an event at anytime from anywhere.
- Compass Pay is a secure payment portal and will not store any payment information you enter.***

****Please note charges for Instrumental Music will still need to be paid via the alternative payment methods directly to the school via B-pay, cash or cheque.**

HOW IT WORKS

Parents will be notified of upcoming events via both an email and Compass notification. Parents will need to log onto Compass and click the event link (highlighted in green), which will appear on the right-hand side of the Compass home screen whenever a Compass Event is posted for your child/children. Clicking on the link will bring up the event details and individualised information about your child/children. Parents should read the event details and check that the information about their child/children is correct. If adjustments need to be made to your child's/children's information, please contact the office.

PAYING FOR AN EVENT AND CONSENTING TO YOUR CHILD'S/CHILDREN'S PARTICIPATION:

- **Compass Pay** is the school's preferred method for both consent and payment. Payment is made through a credit card transaction. **If payment is made via this method there will be no need to print out event forms as electronic consent is given upon payment and the system generates your child's/children's participation in the event.**
- **Please note:** For families with **CSEF** credit on their school account, all event balances on Compass Pay will be set to \$0.00 or part thereof. Families are asked to simply press the event link, read the details, check their child/children's information and consent to the event. No credit card details or payment will be required for events balances of \$0.00

Alternative payment and consent arrangements:

- Families wishing to pay for events by **CASH** will be required to print out and sign the event forms, then forward the consent document and payment in an envelope to their child's/children's teacher or the office.
- Families wishing to pay for events by **BPAY** will be required to print out and sign the event forms, then bring the consent documentation to the front office and complete the payment.

There is a strict cut-off date for Compass Pay payments, which is five days before the event date. After this date alternate payment arrangements such as CASH or BPAY will need to be made. This method of consent and payment needs to be returned to school a minimum of three full working days prior to the event. We cannot accept any consent and payment after the second cut-off date which means your child/children will not be able to attend the event.

To help with the implementation of these two new procedures, can all families please ensure that they are aware of their Compass login details. If there are any problems, please contact the school office so we can assist you.

If you have any questions regarding the introduction and use of Compass Pay please contact Katrina George or Barbara McCann.

Yours Sincerely



George Perini
Principal