



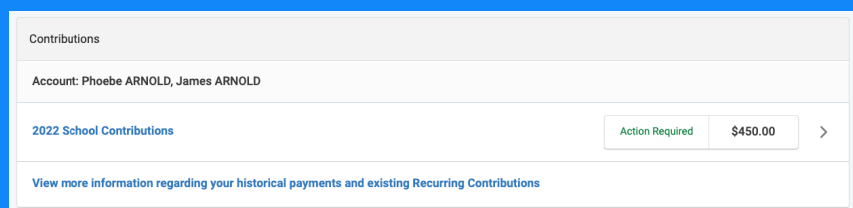
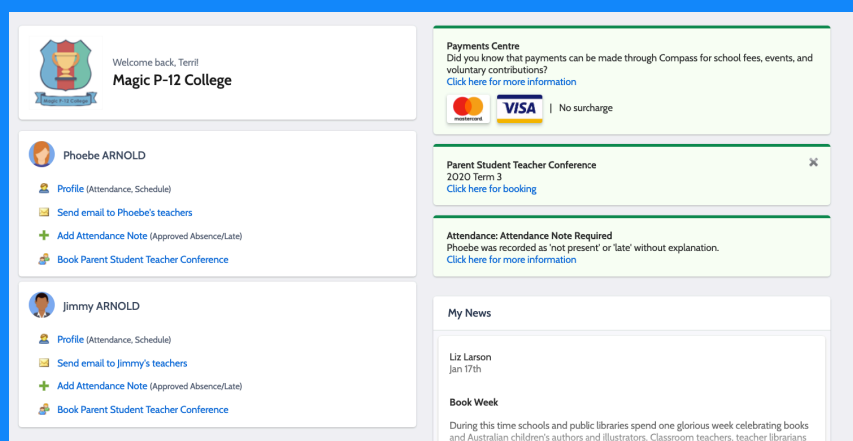
School Fees & Contributions Parent Guide

A step by step guide to take you through
paying your school contributions through
the Compass Portal.



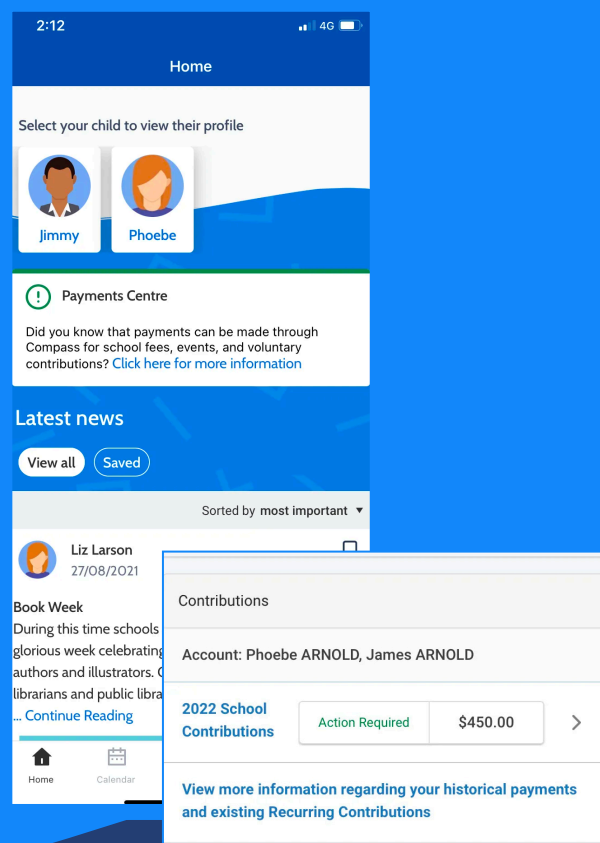
Web Browser

Click the 'Payment Centre' Banner from your
Home Page to access your Contributions.



Compass App

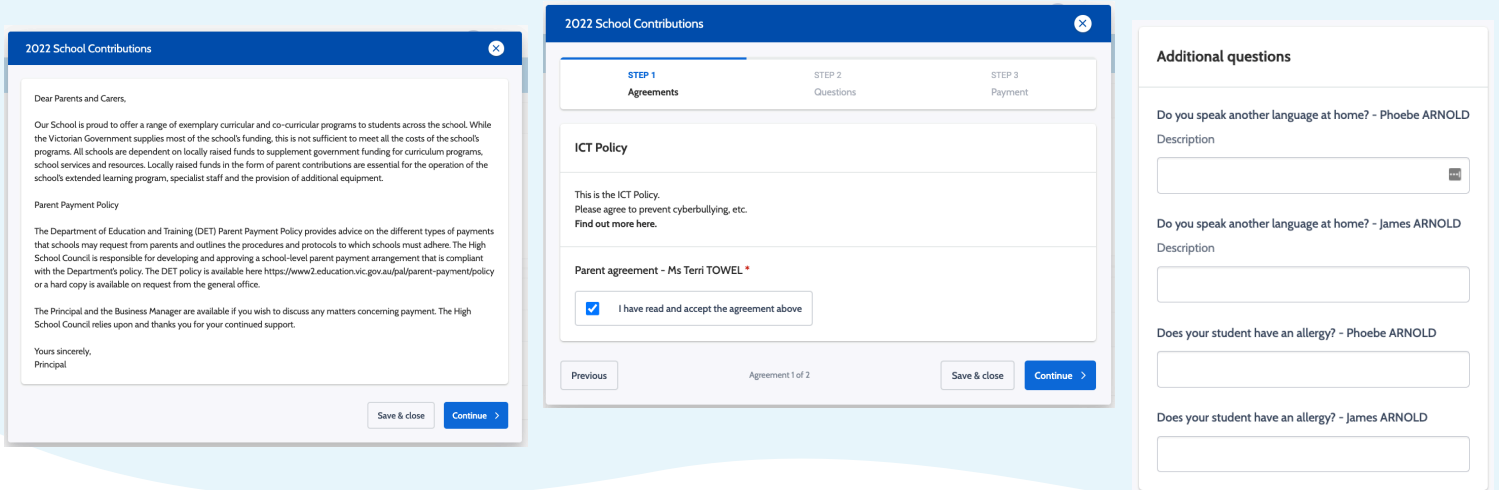
Select Payments Centre from your
Home Page.



1. Description, Agreements & Questions

The first thing you'll see is your school's customised description, detailing information about contributions.

Clicking through, you may be prompted to fill out any Agreements & Questions that are relevant to your student and their enrolment.



2022 School Contributions

Dear Parents and Carers,

Our School is proud to offer a range of exemplary curricular and co-curricular programs to students across the school. While the Victorian Government supplies most of the school's funding, this is not sufficient to meet all the costs of the school's programs. All schools are dependent on locally raised funds to supplement government funding for curriculum programs, school services and resources. Locally raised funds in the form of parent contributions are essential for the operation of the school's extended learning program, specialist staff and the provision of additional equipment.

Parent Payment Policy

The Department of Education and Training (DET) Parent Payment Policy provides advice on the different types of payments that schools may request from parents and outlines the procedures and protocols to which schools must adhere. The High School Council is responsible for developing and approving a school-level parent payment arrangement that is compliant with the Department's policy. The DET policy is available here <https://www2.education.vic.gov.au/pai/parent-payment/policy> or a hard copy is available on request from the general office.

The Principal and the Business Manager are available if you wish to discuss any matters concerning payment. The High School Council relies upon and thanks you for your continued support.

Yours sincerely,
Principal

Save & close Continue >

2022 School Contributions

STEP 1 Agreements STEP 2 Questions STEP 3 Payment

ICT Policy

This is the ICT Policy. Please agree to prevent cyberbullying, etc. Find out more here.

Parent agreement - Ms Terri TOWEL *

☒ I have read and accept the agreement above

Previous Agreement 1 of 2 Save & close Continue >

Additional questions

Do you speak another language at home? - Phoebe ARNOLD

Description

Do you speak another language at home? - James ARNOLD

Description

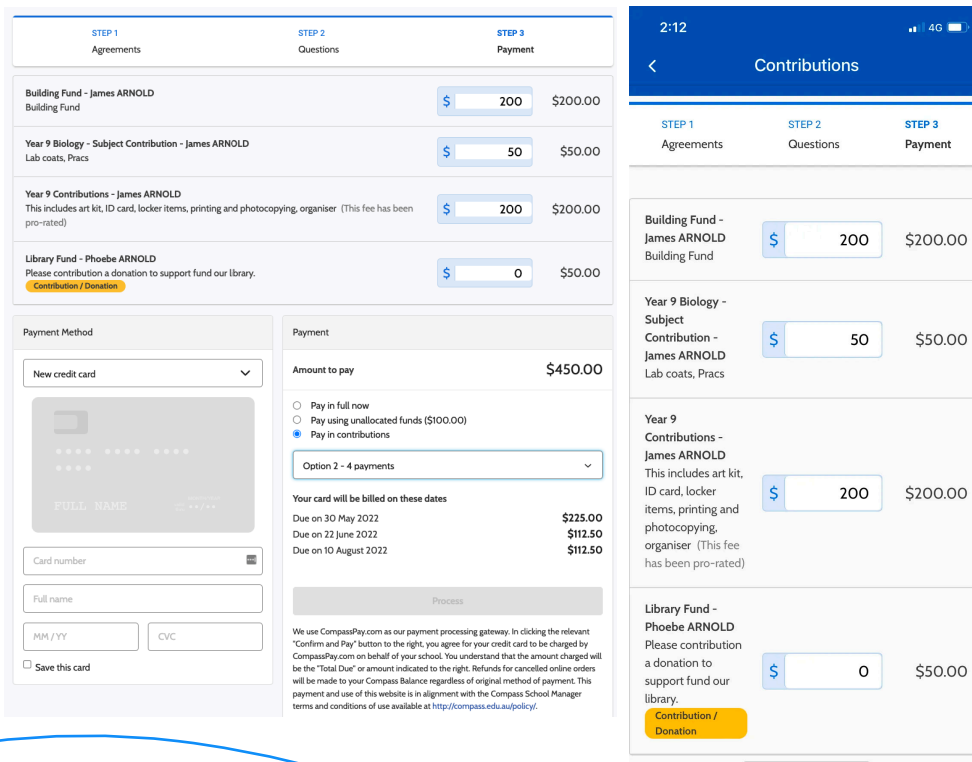
Does your student have an allergy? - Phoebe ARNOLD

Does your student have an allergy? - James ARNOLD

2. Paying your Contributions

Next, you'll see the contributions your school has posted against your student/s.

From here, you may have a few different items to choose from, broken down by student and fee type. As each item is voluntary, you can choose the amount you'd like to pay today. Next time you access your Contributions, the amounts available to pay will have decreased.



STEP 1 Agreements STEP 2 Questions STEP 3 Payment

Item	Amount	Total
Building Fund - James ARNOLD	\$ 200	\$200.00
Year 9 Biology - Subject Contribution - James ARNOLD	\$ 50	\$50.00
Year 9 Contributions - James ARNOLD	\$ 200	\$200.00
Library Fund - Phoebe ARNOLD	\$ 0	\$50.00

Payment Method

New credit card

Payment

Amount to pay \$450.00

☐ Pay in full now
☐ Pay using unallocated funds (\$100.00)
☒ Pay in contributions

Option 2 - 4 payments

Your card will be billed on these dates

Due date	Amount
Due on 30 May 2022	\$225.00
Due on 22 June 2022	\$112.50
Due on 10 August 2022	\$112.50

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. Refunds for cancelled online orders will be made to your Compass Balance regardless of original method of payment. 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/>.

Contributions

STEP 1 Agreements STEP 2 Questions STEP 3 Payment

Item	Amount	Total
Building Fund - James ARNOLD	\$ 200	\$200.00
Year 9 Biology - Subject Contribution - James ARNOLD	\$ 50	\$50.00
Year 9 Contributions - James ARNOLD	\$ 200	\$200.00
Library Fund - Phoebe ARNOLD	\$ 0	\$50.00

Contribution / Donation

Payment Options

1. Credit Card/Saved Card

Just like an Event, pay the chosen amount in one go.

2. Payment Plan

Choose from your school's preset options to setup a direct debit.

3. Credits/Unallocated Funds

If you see this option, your school has applied a credit against your account.

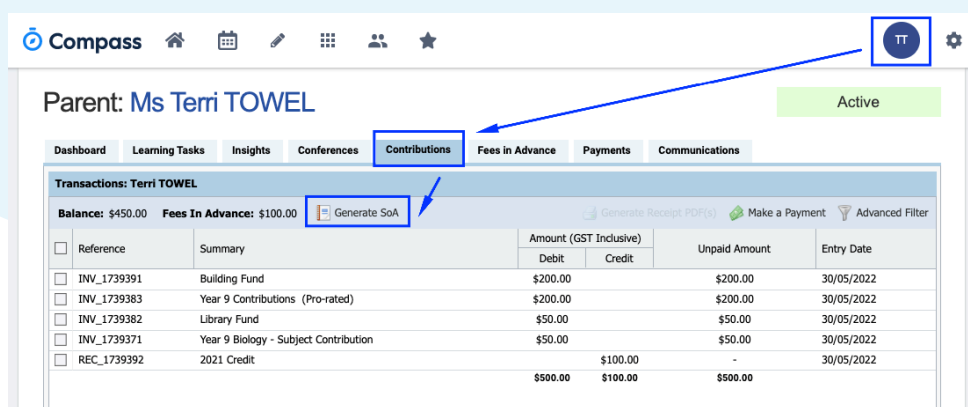
The amount you're choosing to pay here will need to equal the credit amount.

3. Accessing your Payment History

Each time you make a payment through Compass, you'll receive a receipt straight to your email address.

Within the portal, you can also access your **Payment History** through **Payments Centre**.

To generate a **Statement of Account PDF**, simply navigate to your parent account via your initials in the top right, and select the Contributions tab. From here, generate your SoA.



Handy Tips & Tricks

✓ Chip away at your Contributions as you please!

You can access your Compass App at anytime to see what's been paid, and choose to pay more if required.

✓ Keep all your Events and Contributions in one spot.

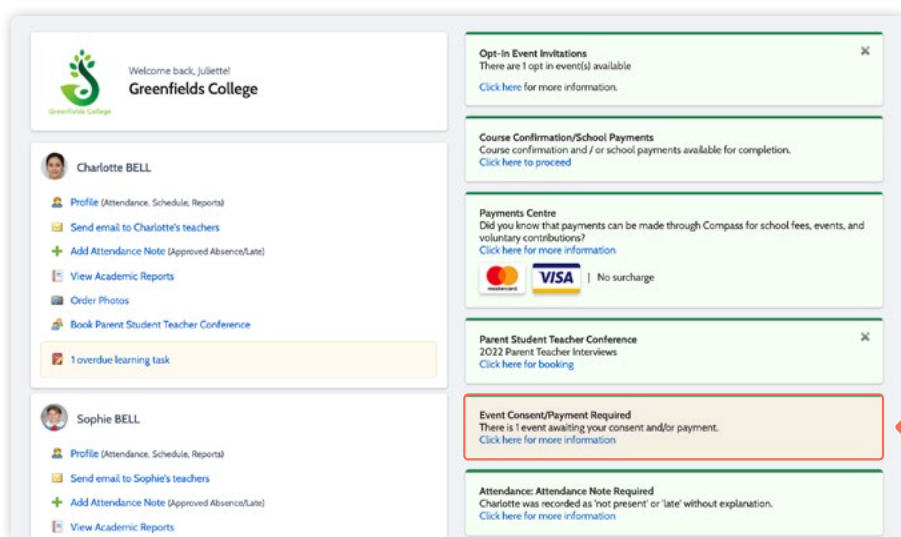
No need to jump between multiple programs and paper forms - it's all in Compass!

✓ Manage your own Payment History in-app, without having to call up the Admin Office!

Automated emails and downloadable statements make it even easier to know what's been paid.

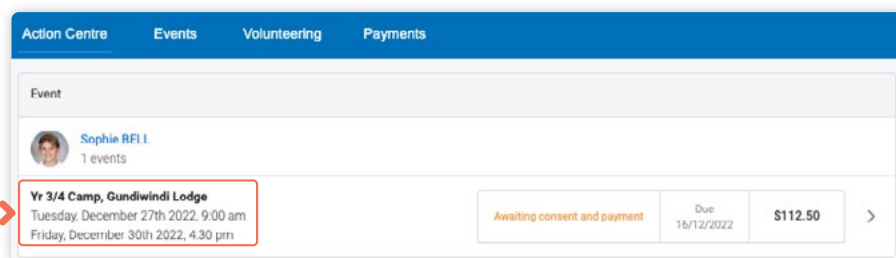


How To: Consent and Pay for an Event



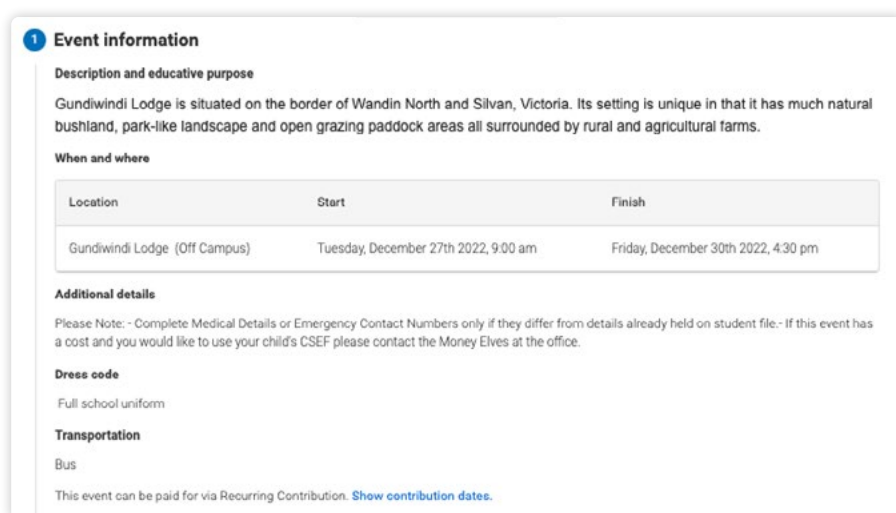
If your child has an upcoming event that requires your **consent and/or payment**, you will see an alert on your homescreen.

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 an Event (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

Ms Juliette BELL

Mobile: +61498987525
Email: parent@compass.education

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

Contact details on the day (if different from normal)

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 to confirm that it is current, 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 an Event (continued)

4 Consent and payment method

I give permission for Sophie BELL 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 Sophie BELL 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.

Contact tracing:

Some excursion venues are required to collect contact details and are responsible for managing record keeping for contact-tracing in line with current public health directives. Most venues are required to use electronic record keeping that connects with an Application Programming Interface (API) linked provider or a digital system provided by Services Victoria. The Department of Health has strongly recommended that a contact number for each individual student is provided. A school phone number alone is not considered sufficient. Providing contact details for individual students will expedite contact tracing so that individuals can be contacted by the Department of Health if required. Parents/carers/guardians are advised that, when required, the school will be providing excursion venues with contact details for students. The phone number on school file for the student will be provided as the nominated contact number. Venues will be collecting student names and contact phone numbers for a legitimate purpose and are subject to Victorian privacy laws so will handle the information securely and only retain it for the required 78-day period.

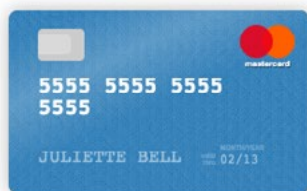
To provide consent, please type your name in full

Juliette Bell

5 Confirm and pay

Payment Method

New credit card



5555 5555 5555 5555

Juliette Bell

02 / 13

999

☐ Save this card

Payment

Total amount

\$112.50

☒ Pay in full now

☐ Pay in Recurring Contributions

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. Refunds for cancelled online orders will be made to your Compass Balance regardless of original method of payment. 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/>.

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).

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 the event.

[Action Centre](#) [Events](#) [Volunteering](#) [Payments](#)

Event accepted
You have accepted Zoo Excursion.

Upcoming events Upcoming Events

Charlotte BELL
2 events

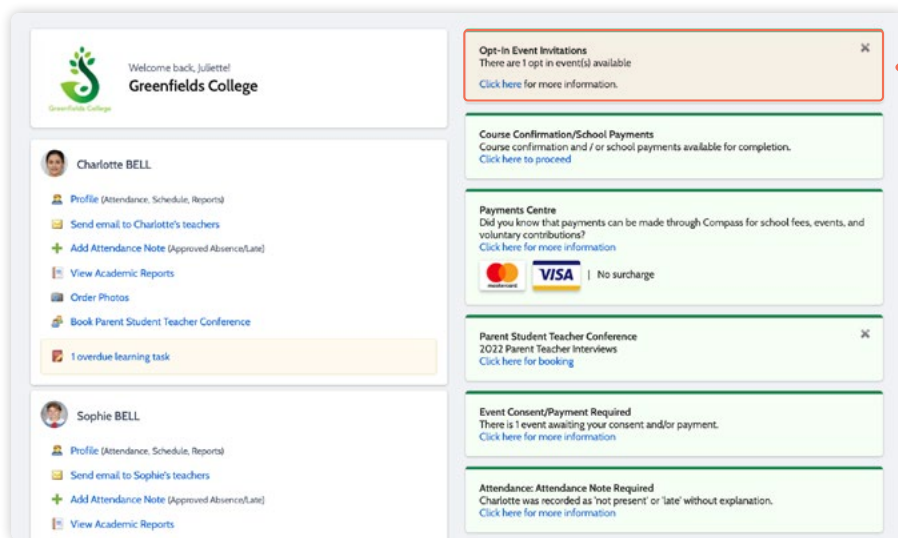
Outdoor Education Rock to Reef
Monday, August 1st 2022, 9:00 am
Monday, August 1st 2022, 3:30 pm
Attending Due 01/08/2022 \$0.00 >

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 >

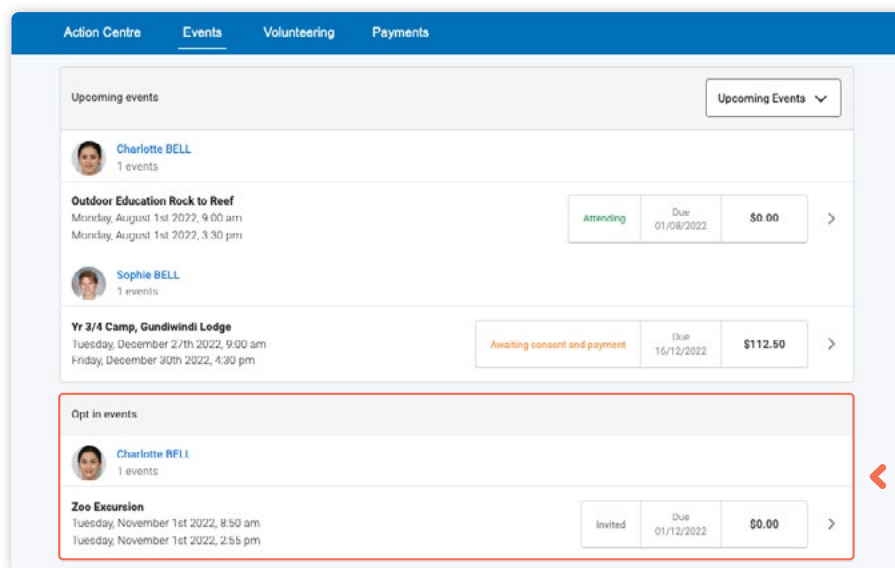
How To: Opt into an Optional Event



Sometimes the school will offer optional events. *These may have attendee limits* and work on the first in first served basis.

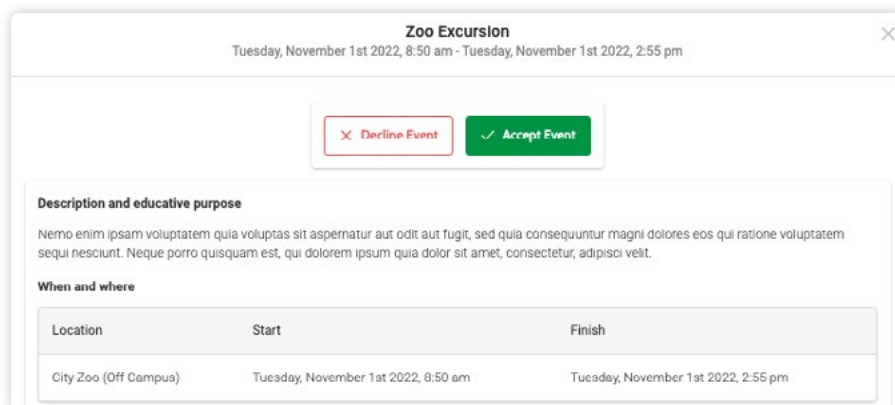
Anytime there is an optional event that your child has been invited to, an alert will show on your dashboard.

When you click the alert, you will be taken to the [Events page](#).



Click the option to expand the list of [Opt In](#) events available.

From the list, click into any events you want your child to attend.



You will see the event details and have the option to decline or accept the invitation.

How To: Opt in to an Optional Event (continued)

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	>

Event accepted
You have accepted Zoo Excursion.

Upcoming events Upcoming Events ▾

Sophie BELL
1 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	>
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	>

Opt in events

There are no upcoming opt in events

If you choose to accept the invitation, it will move from the 'Opt In' section to the '**Upcoming Events**' section and show as requiring consent/payment (note, if the event did not require any consent or payment, your child will show as 'Attending' and no further action is required).

To secure your child's place, you will then need to click the event and proceed to **complete the consent/payment** per the usual event process.

When your child's status for the event shows as '**Attending**' they have a secured place.

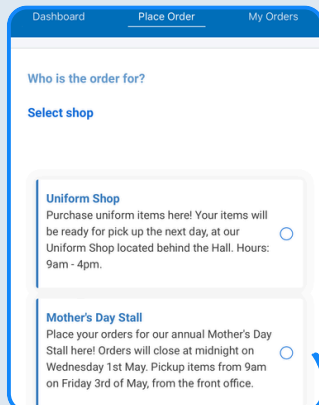
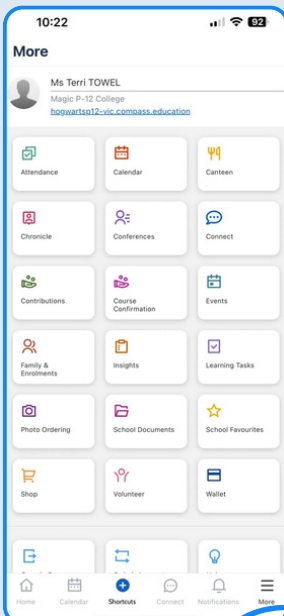


IMPORTANT: If you do not proceed to process the **consent/payment** before 11:59pm on the day you accepted the invitation, your child will no longer be considered an attendee of the event. Their status will revert back to 'invited' and you would need to re-accept the invitation to secure their place in the event. If there is an attendee limit for the event, being able to re-accept their invitation will only be possible if the maximum attendee limit for that event has not already been reached.

Shop - Parent Guide

You're able to use the App as detailed below, as well as the web browser to access your school's Compass Shop!

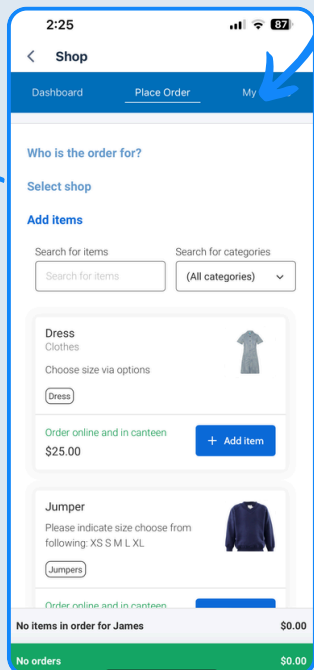
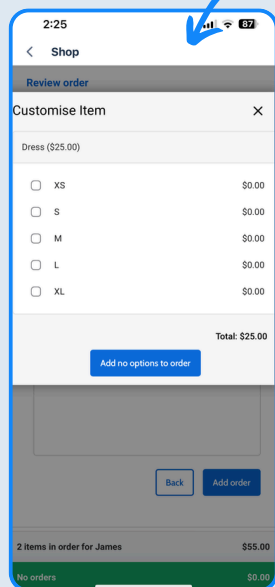
Purchase Process - Compass App



Log into the Compass App, and navigate to the **'More'** icon in the bottom right. From here, **select 'Shop'**.

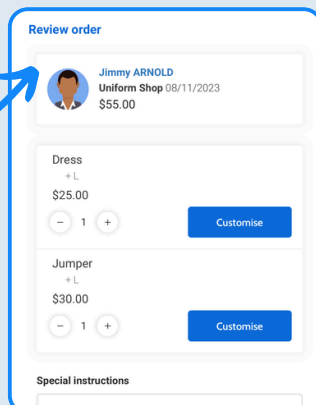
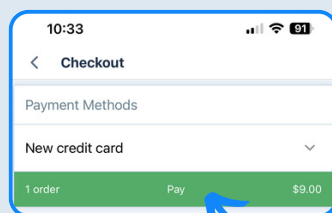
Select the student you're ordering for.

If 'Canteen' was chosen, you can **pick the relevant date** to order for, to choose the menu/s applicable on this date. If 'Shop' was chosen, this step is bypassed.



Add items to your cart! When choosing an item, you'll see the description, image, tags and options available. You can also change the quantity here as needed.

Once you've added your item/s to the cart, proceed to order for another date, or choose to **check out**.



On the **check out page**, you can pay via new credit card, a saved credit card or your Compass Wallet balance.

You'll then receive a confirmation email, and the order will be added to your 'Upcoming Orders' page, and then your 'Past Orders'.