

## Compass: Contacting Teachers

This article explains how to contact your child's teachers through Compass. The process is slightly different between the Compass website and Compass app.

### Using the Compass Website

When you first log in to Compass in a web browser, you will see your children on the left-hand side. Next to each child will be a link **Send email to Child's teachers**.

Welcome to the Mickleham Primary School Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

**Adam MORELLI**

- Profile (Attendance, Schedule, Reports)
- Send email to Adam's teachers
- Add Attendance Note (Approved Absence/Late)
- View Academic Reports
- Book Parent Student Teacher Conference

**Jacob MORELLI**

- Profile (Attendance, Schedule, Reports)
- Send email to Jacob's teachers
- Add Attendance Note (Approved Absence/Late)
- View Academic Reports
- Book Parent Student Teacher Conference

**Compass**

**My News**

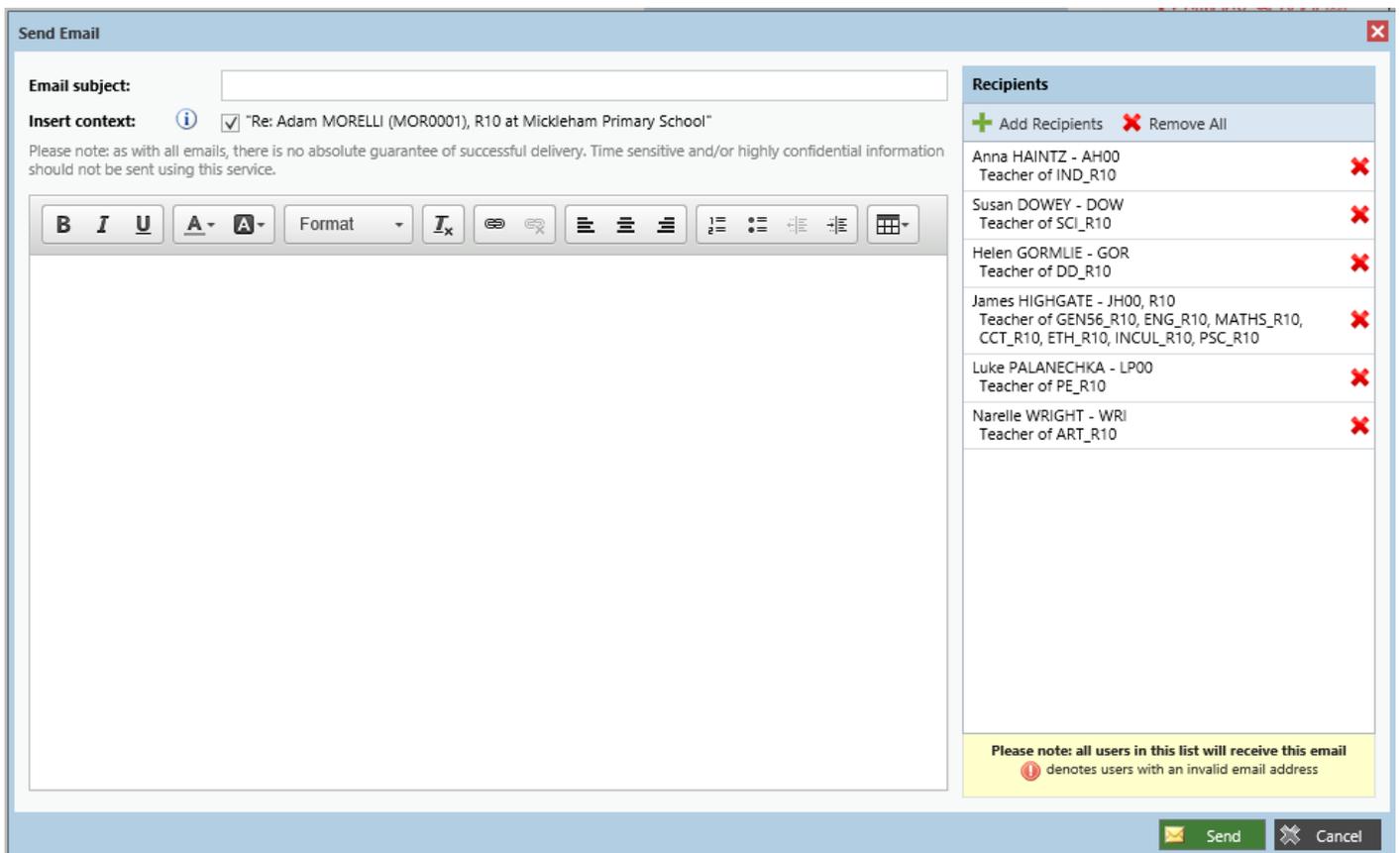
**Parent Student Teacher Conference**  
Term 1 2019 - Parent/Teacher Interviews  
[Click here for booking](#)

**Tennis Court Car park - No access**  
Dear Parents,  
The council are doing some drainage works in the back car park. The car park will not be in use until further notice. Please use the front car park. When using the front car park, please abide by our safety rules and DO NOT drop your children on Mickleham Road or the left lane. Please wait in  
6 hours ago by Emma FULLER [\[See More\]](#)

**School Photos**  
School photos have arrived today so please check your child's bag this afternoon for them. If your child had their photo taken as part of a special group (School Captain, Junior School Council and House Captains) there is an information sheet inside the student's photo pack on how to order these online. There is also a copy of these photos in the office if you would like to have a  
6 days ago by Christine MARASCHIELLO [\[See More\]](#)

**Influenza B**  
We have had a confirmed case of Influenza B at school. Influenza is a highly contagious viral infection that is often associated with the following symptoms:  
Jun 4th by Jodi LEWIS [\[See More\]](#)

When you click this link, a new window opens that allows you to compose an email. You can add a subject and a message body, and there are formatting controls if you wish to use them.



On the right-hand side you will see a list of all the teachers that have your child in a class. Typically it will be their main classroom teacher, and then the specialists who take them for Art, Drama, Science, Indonesian and Physical Education.

Recipients	
Add Recipients	Remove All
Anna HAINZ - AH00 Teacher of IND_R10	
Susan DOWEY - DOW Teacher of SCI_R10	
Helen GORMLIE - GOR Teacher of DD_R10	
James HIGHGATE - JH00, R10 Teacher of GEN56_R10, ENG_R10, MATHS_R10, CCT_R10, ETH_R10, INCUL_R10, PSC_R10	
Luke PALANECHKA - LP00 Teacher of PE_R10	
Narelle WRIGHT - WRI Teacher of ART_R10	

You don't have to send email to all those teachers, you can click the red cross, to remove the ones you don't wish to contact. You can also click **Add Recipients** at the top to add them back.

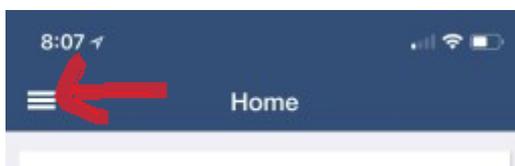
***Please note:** you will only be able add teachers who have your child in a class — you cannot email all teachers across the school. If you need to contact a staff member other than your child's teachers, please use the school's email address.*

Lastly, click **Send** at the bottom of the window. The teachers in the **Recipients** list will receive an email from Compass with your message. You will also receive a copy of the message in your own email — the email you receive will contain your message and the list of teachers who received it.

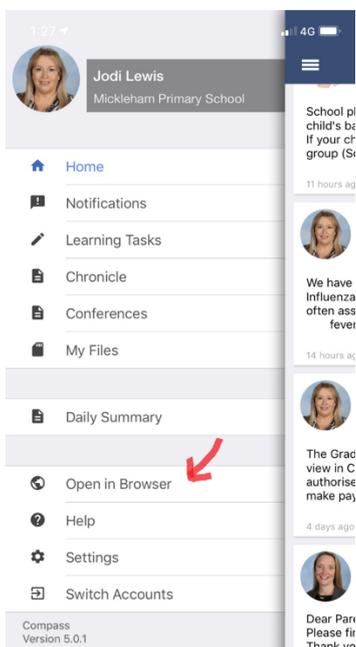
## Using the Compass App

To email your child's teachers, **you will need to use the Compass website** — it's not a function supported by the app, but you are able to access the website directly from within the app.

To start, click the 3 little lines (☰) in the top left-hand corner (sometimes called the **hamburger button**).



Then choose the **Open in Browser** button.



The Compass website will open in your app and you will be able to contact your child's teachers by following the earlier instructions in this article.