Parent Communication

Glen Iris Primary School utilises a parent portal called Compass School Manager. This portal is used by our school community – teachers, student’s families and administrators and provides immediate, real time information. The benefits of Compass are:

- Improved communication throughout the school community by way of a single point of contact that can be accessed via computers, smart phones and iPads
- Improved attendance management. Teachers mark rolls electronically and parents or teachers can approve absences online
- Access convenience. Information and payment facilities are available 24 hours/day from anywhere with internet availability.
- Classroom efficiency – teachers and students do not need to spend time collecting notes and money, and hand delivering communication to the office
- Improved security (reduced cash handling by children/teachers)
- Improved excursion management, event information and permission is (mainly) submitted online
- Student Reports are accessible through Compass
- Live updates of level team newsletters and school news
- Your child’s schedule can be viewed in a two week glance

Each family requires a Username and Password. New Families will receive a letter containing a Username and Password.

How to Log in to Compass

Access to Compass is by selecting the Compass icon on the Glen Iris Primary School website or by bookmarking the link: https://gips.vic.jdlf.com.au for future use. ** Tip The best performance will be achieved using Google Chrome as your browser.

The ‘Log In’ page will open. Enter your Username and Password. Press the ‘Log in’ Button.

If it’s your first time in Compass.

You will be asked to change your password. Follow the instructions on screen.

The Home Page

Student Profile:

Each child in your family has their own profile. Click on Student Profile to view;

- Daily schedule
- Details of any upcoming events
- Reports
- School Attendance

My News:

- Newsletters
- School Notices and Information
- Forthcoming Events
- PA Notices
To approve any unapproved absences, tick the boxes which you are approving and then click on the icon “Parent Approve”.

To approve all of them, tick the box next to 'Activity Name’

Please inform the school if your child is going to be absent from school as early as possible on or before the day of the absence via Compass School Manager.

1. From the Home page select the relevant Student Profile.
2. Select the Attendance tab.
3. Select the Approvals tab.
4. Select + Add Parent Approval.
5. Select the relevant Start and Finish dates and times

Sending your child’s teacher an email

Go into your Student Profile and click on ‘Send email to XXXX Teachers’

Your child’s teacher will automatically appear.
1. Tick the box to select the teacher.
2. If you wish to email another teacher. Select the pull down menu and select a different staff ID.
   Type your message and select ‘Send Email’