

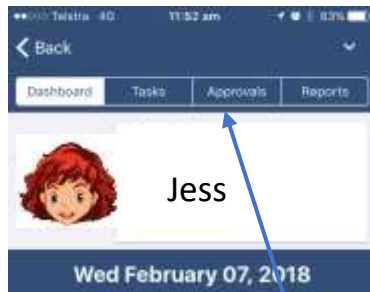


We are now asking parents to use Compass when their child arrives late to school as it is a requirement that parents sign late students in, not the students themselves. Students arriving late without a parent will appear as an 'unexplained' Absence on Compass. We ask that parents enter this 'Unexplained Absence' alert to record a reason. This helps parents to keep track of their child's arrival. The same applies to early leavers, we ask that you sign your child out on your Compass App and then come to the office for a 'pink slip'. Instructions are detailed below ☺

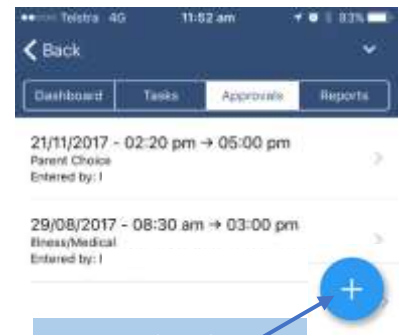
## 'HOW TO' - ON COMPASS ON YOUR PHONE APP



Enter Compass through your phone app and click on the child who is arriving late or leaving early.

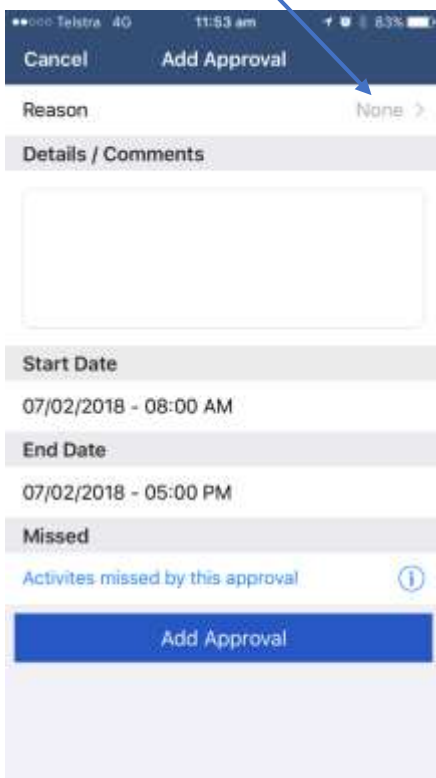


Click on 'Approvals'

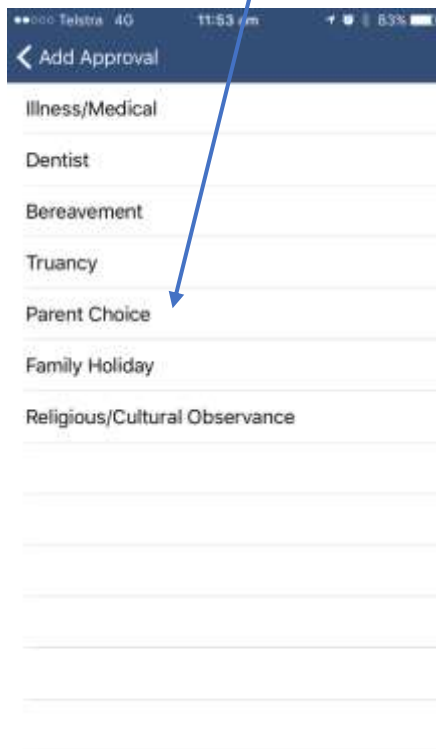


Click on 'Add'

Click on 'None >' which then takes you to a drop down box



Choose a reason



Add extra comments if you wish. Ensure date is correct and then enter appropriate time. Then 'Add Approval'

