

Contacting Parents

Email

There are a couple of options available when sending emails to students' parents and guardians, including emails regarding specific students, or emails to class groups in bulk.

You can email a specific student's parents or guardians by following these steps:

1. In the search bar at the top of your Compass portal, type in the student's name and click their name to navigate to their profile page
2. Click on the 'Contact' dropdown
3. Select the relevant dropdown option, such as '[Student's] Parents / Guardians'

Student: Percival (Percy) HAWTHORNE - 05B, Year 5 (He/Him) Active

Dashboard | **Schedule** | **Personal** | **Billing** | **Learning Tasks** | **Attendance** | **Reports** | **Analytics** | **Insights** | **Pulse**

Student: Percival (Percy) HAWTHORNE (He/Him)

Male - 11 years, 2 months (10/10/12)
Student IDs: PHAW148, PERCY
Groups: GRYFFINDOR, Year 5

Today's Attendance:

Contact + Add

- Percy
- Percy's Teachers
- Percy's Parents / Guardians**
- Percy and Percy's Parents / Guardians

Student Chronicle

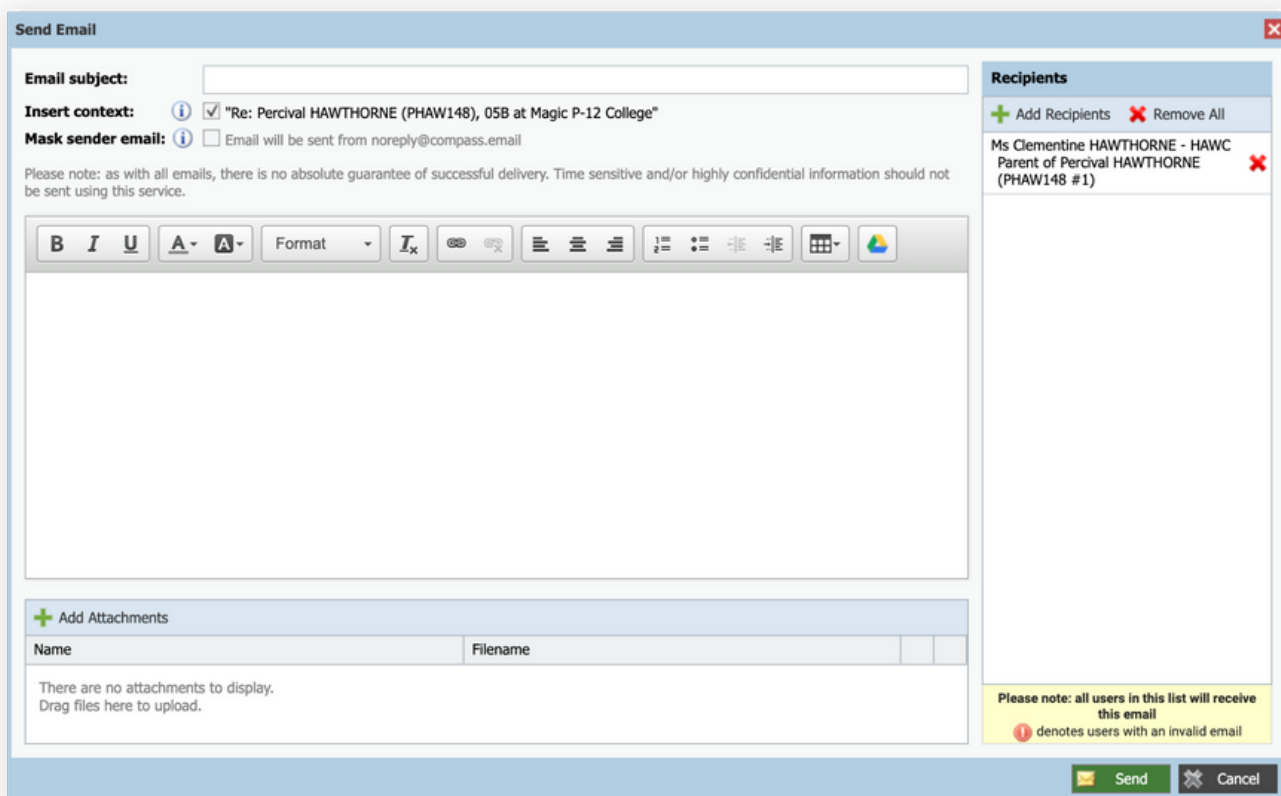
Add Chronicle Entry Tools Date Filter: This Year

Chronicle Summary	2023	Total
* Major Behaviour Record	1	1
Disruption		
Academic Award	1	1
Health	1	1
Medical	1	1
Positive Behaviour Support	1	1
School Letters	1	1

* Major Behaviour Record -5

Positive Behaviour Support 2

4. Configure the email content, and add/remove recipients as required



Email subject:

Insert context: ☒ "Re: Percival HAWTHORNE (PHAW148), 05B at Magic P-12 College"

Mask sender email: ☐ Email will be sent from noreply@compass.email

Please note: as with all emails, there is no absolute guarantee of successful delivery. Time sensitive and/or highly confidential information should not be sent using this service.

Recipients

+ Add Recipients - Remove All

Ms Clementine HAWTHORNE - HAWC
Parent of Percival HAWTHORNE (PHAW148 #1) -

Please note: all users in this list will receive this email
denotes users with an invalid email

Attachments

+ Add Attachments

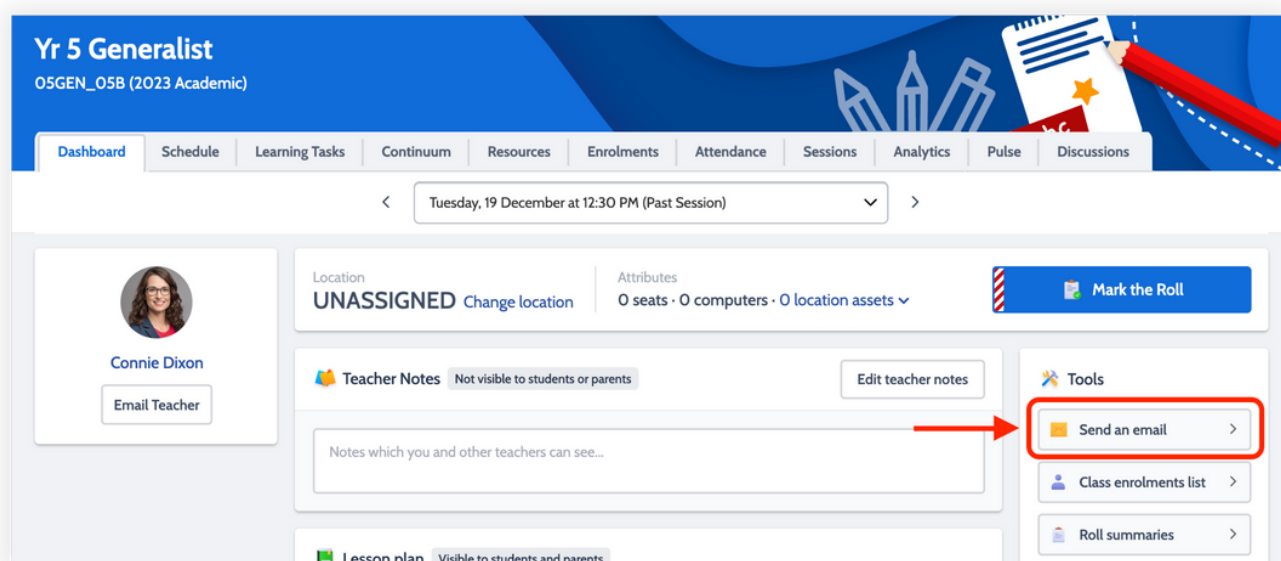
Name	Filename
There are no attachments to display. Drag files here to upload.	

Send **Cancel**

5. Click 'Send

You can also send a bulk email to all parents/guardians of students enrolled in specific classes by following these steps:

1. Navigate to the relevant Class Page
2. On the Dashboard, click 'Send an email' on the right-hand side



Yr 5 Generalist
05GEN_05B (2023 Academic)

Dashboard Schedule Learning Tasks Continuum Resources Enrolments Attendance Sessions Analytics Pulse Discussions

Tuesday, 19 December at 12:30 PM (Past Session)

Location: UNASSIGNED Change location

Attributes: 0 seats · 0 computers · 0 location assets

Mark the Roll

Teacher Notes Not visible to students or parents Edit teacher notes

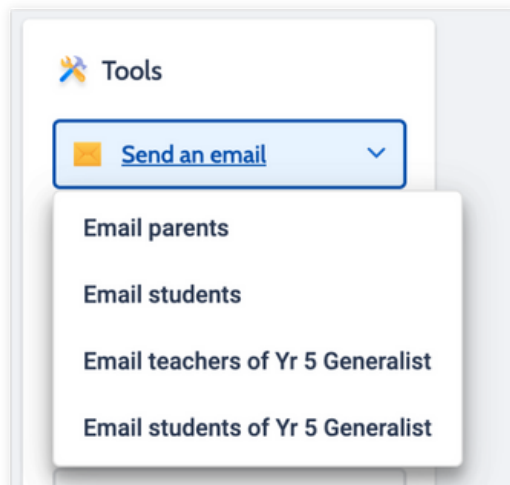
Notes which you and other teachers can see...

Lesson plan Visible to students and parents

Tools

- Send an email
- Class enrolments list
- Roll summaries

3. Select the relevant option from the dropdown list, such as 'Email parents'. This will automatically add the relevant parents/guardians to the recipients list.



4. Configure the email content, and add/remove recipients as required

A screenshot of the 'Send Email' window. The window has a title bar 'Send Email' with a close button. The main area is divided into several sections: 'Email subject:' with a text input field; 'Insert context:' with a checked checkbox and the text '"Re: Class - 05GEN_05B at Magic P-12 College"'; 'Mask sender email:' with an unchecked checkbox and the text 'Email will be sent from noreply@compass.email'; a rich text editor with a toolbar containing bold, italic, underline, text color, background color, format, link, unlink, bulleted list, numbered list, indent, outdent, link icon, unlink icon, and a Google Drive icon; an 'Add Attachments' section with a table for 'Name' and 'Filename' and a message 'There are no attachments to display. Drag files here to upload.'; and a 'Recipients' section on the right. The 'Recipients' section has a '+ Add Recipients' button and a '- Remove All' button. It contains a list of recipients with their names and roles, and a red 'X' icon next to each. The recipients are: Mrs Amanda Archer - AMANDA Parent of Aria ARCHER (ARIA #1), Ms Clementine HAWTHORNE - HAWC Parent of Percival HAWTHORNE (PHAW148 #1), Mr Henry FORD - HFOR2 Parent of Harrison FORD (HAR0111 #1), Mrs Lisa Jones - LG0039 Parent of Devin GLEESON (GLE0007 #1), Ethan GOODWIN (GOO0012 #2), and Mr Sirius BLACK - SBLA1 Parent of Kylie MOULIERE (MOU0014 #1). At the bottom right, there is a note: 'Please note: all users in this list will receive this email' and a red 'i' icon with the text 'denotes users with an invalid email'. At the bottom, there are 'Send' and 'Cancel' buttons.

5. Click 'Send'