



Edgewood Primary School

Building skills and values for life

Compass App

From Monday 5th January our school will be using Compass for our school information management system. We've already sent you some information about Compass and the parent app below.

[Compass Introduction and Edgewood Communications.pdf](#)

I'm really excited today to be sending you some extra information about our roll-out in January, what you can do over Christmas to prepare and also a timeline of what will be happening and when.

Please bear with us if we hit any technical difficulties at any of these points and please be reassured that we will work hard to ensure that any vital communications get through no matter what.

Between 2pm today and 5th January

- Do not use Scholarpack any more for any communications with school as our access will go from 2pm today. If you need to message over the Christmas holidays please send an email to office@edgewood.notts.sch.uk and we will pick it up in January. Please don't rely on sending an email to any other email address (including replying to emails you have been sent from school such as parents' evening appointments) as the filtering on other accounts is much higher to prevent phishing and other attacks and your email may not get through.
- This will be especially important if your email has changed over the holiday – please include your full name and pupil's full name with any message about an email change so we know who it refers to.
- Please have a look at the more detailed interactive parent guide [A guide for parents & families | Compass Education UK](#) or a pdf version on our website [Edgewood Parent Guide](#). For the 5th January you will only need to look at the first 5 sections ('What is Compass' to 'Attendance') – the other sections will become more useful as we start to do more and more through Compass over the rest of the year.
- Please go to your devices app store and download the Compass School Manager App so you are ready for the 5th January.
[Compass School Manager – Apps on Google Play](#)
[Compass School Manager App – Apple App Store](#)
Please note, at this stage you will not be able to link this to your child's profile – see below.
- Please still order your child(s) school meals through iPay until February half term. Last date for orders is Sunday 4th January for the first week back.

On 5th January

- **Between 8 and 8:30am on the 5th** we will send the code out to all people registered as parents on Compass via email. This will be done using the data from Scholarpack. We have checked this data is correct over this term and the correct people are identified but there may be errors.



<http://twitter.com/primaryedgewood>



<http://facebook.com/primaryedgewood>

Christchurch Road, Hucknall, Nottinghamshire,
NG15 6HX

- If you have told us any changes of detail over Christmas this will delay the timing of this email as we will need to check those details are correct first so we don't inadvertently send out an email to the wrong person. Please be patient and this will be done by lunchtime at the latest.
- As soon as you can get access to your child's profile please check everything is correct and you are linked with the correct pupil(s). If you notice any errors or anything is incorrect then please let us know by phone if you are matched to the wrong pupil(s) so we can sort that instantly or by email if it is a non-urgent error. (Please note this should not happen – we are just being very cautious to protect your child's and your information.) Please check your contact details are correct too!
- Initially many areas of Compass will be locked down in case there are errors but as soon as we have checked everything is working as planned, we will start to open these areas up for you to access.

During the first week back in January

- We will start sending feed information, push notifications and/or emails for First Aid incidents (Called Chronicle Sickbay) and some behaviour information (Stage Awards, Achievers, Postcards home, Consequences and Red Cards).
- All classes will also post at least one item to their class newsfeed this week to check the system is working!
- Please also check out the School Favourites which contains links to the school website, EdShed for maths and spelling homework, National College online safety information for all parents and, until February half term, to iPay.

During the first half term

- We will be asking all parents to update contact and other information via Compass.
- We will start to use the app to pay for and give consent for trips, starting with the Year 5/6 residential to Mount Cook in October 2026.
- We will continue to add more information to the school resources section as we launch our new school website.
- We will also be adding dates to the school calendar on Compass so you can see upcoming important dates through the app.

From February half term

- All ordering of school meals will move to Compass so please ensure you have that ready to go before we break up. This is called Compass Canteen and more information about how to use it will follow in the new year.

For the rest of the year and beyond

- We will be keeping you updated with new features we will be using through Compass as we continue to learn to use it. Wherever possible, we are committed to trying to make all our systems and communications to you through Compass and also let you access as much of the information as we are using so you can see as much as possible about your child's education. We are currently looking at how we can do parents evening bookings, ILPs, Health Plans and end of year reports through Compass that will then be shared directly with you but these will all take us a little while to get used to so please bear with us.