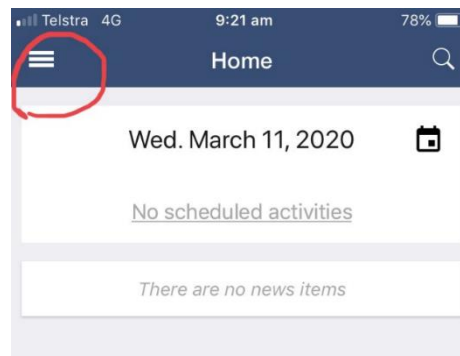


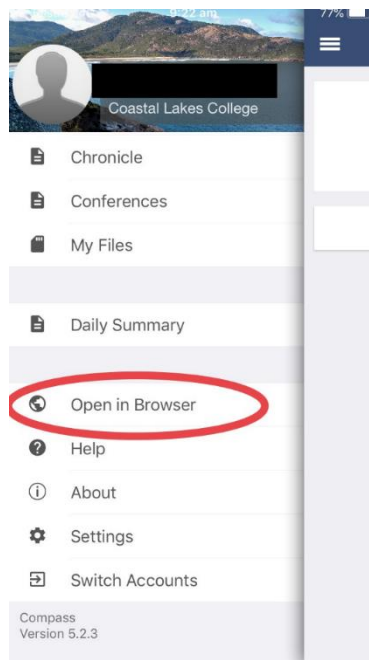
HOW TO: Email a Teacher through Compass

To email your child's teacher for all class/subject related queries, please see the instructions below:

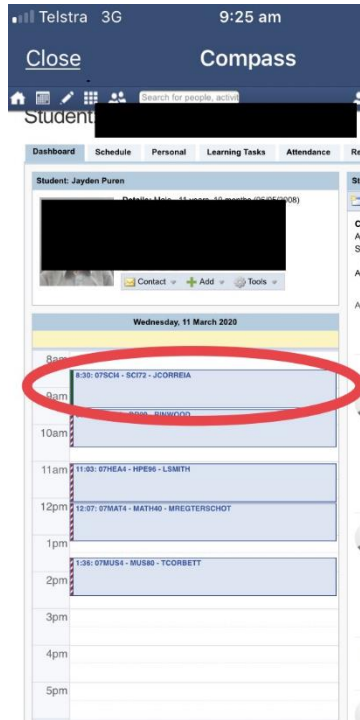
1. From the compass app, click the hamburger menu on the top left hand side:



2. Select the 'open in browser option'.



- Below your child's photo, select the subject that relates to the teacher you would like to contact.



- Beneath the teacher's name is a link for you to email the teacher.



5. Fill in the details to the email template and click send in the bottom right hand corner of the email box

