

On the right-hand side menu, you will see a list of all the teachers that have your child in a class. Typically, it will be their main classrooms teacher and then the Enrichment Teachers who take them for Art, PE, Italian and STEM.

Recipients	
+ Add Recipients	✖ Remove All
Eleanor DI FELICE - DIF Teacher of 56ITL_56M	✖
Andrea KWONG - KA Teacher of 56PE_56M	✖
Kristy MAISANO - KM, 56M Teacher of 56EAL_56M, 05M_ENG, 56GEN_56M, 05M_MATH	✖
Kimberley Ann (Kim) MITER - MK Teacher of 56STEM_56M	✖
Anna RICCI - RIC Teacher of 56VA_56M	✖

You don't have to send the email to all of the teachers, you can click the red cross to remove the ones you don't wish to contact. You can also click add recipients at the top to add them back in.

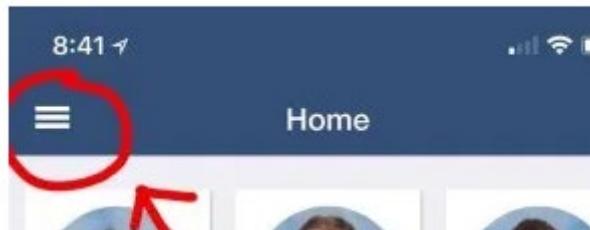
* Please note, you can only include teachers who have your child in their class. If you wish to contact another member of staff please use the schools email address: albanvale.ps@education.vic.gov.au

Lastly, click **SEND** at the bottom of the window. The teachers in the recipients list will receive an email from Compass with your message. You will also receive an email from Compass with a copy of the message you have sent. Please allow for up to 2 business days for teachers to respond to your email.

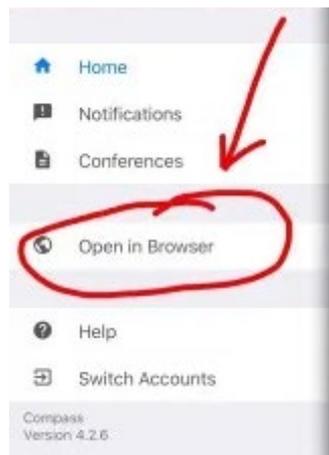
Using the Compass App

To email your child's teachers, you will need to use the Compass website — it's not a function supported by the app. Fortunately, you can access the website directly from within the app.

To start, click the 3 lines in the top left corner (Menu button)



Next, select the **Open in Browser** button. The Compass Website will open in your app.



Follow the instructions from the Using the Compass Website section to send your email.

Please note, the screen on your phone will be quite small when accessing Compass through your mobile device. A way to support with this is to rotate your screen horizontally.