



## ST PATRICK'S CATHOLIC PRIMARY SCHOOL

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Dear Parents,

First Semester reports will be released to families on Wednesday 26th June at 4.00pm.

Half yearly Parent Teacher Interviews will take place from  
**Thursday 27th - Thursday 4th July.**

Interviews will be 15 minutes in duration. Please be aware of the time constraints and try to adhere to your allocated time.

This year you will also have the opportunity to make a booking for an interview with your child's 4th teacher for English or Maths (if applicable). This is optional only, Booking should appear on Compass where class teacher interviews appear for you to make a booking. If you prefer to have the 4th teacher in the interview with the classroom teacher, please check with the class teacher and we will see if we are able to facilitate this (depending on booking availability)

We use Compass to take bookings for interviews. Please refer to the instructions below to book your interview time(s). **The booking period is open from 12.00pm Thursday 20th June until 3.30pm Wednesday 26th June 2024.** *You will not be able to access the booking portal outside of this period.*

Please contact your child's teacher if you are unable to access the portal so that an interview time can be arranged for you. We look forward to meeting with you.

Mrs Leonie Burfield  
**PRINCIPAL**

### **HOW TO BOOK A PARENT/TEACHER INTERVIEW ON COMPASS**

**The booking period is open from 12.00pm Thursday 20th June until 3.30pm Wednesday 26th June 2024**

- 1) **Login to Compass with your username and password. If you have issues logging in, you will need to contact the school office.**

**<https://stpsutherland-nsw.compass.education/login.aspx>**

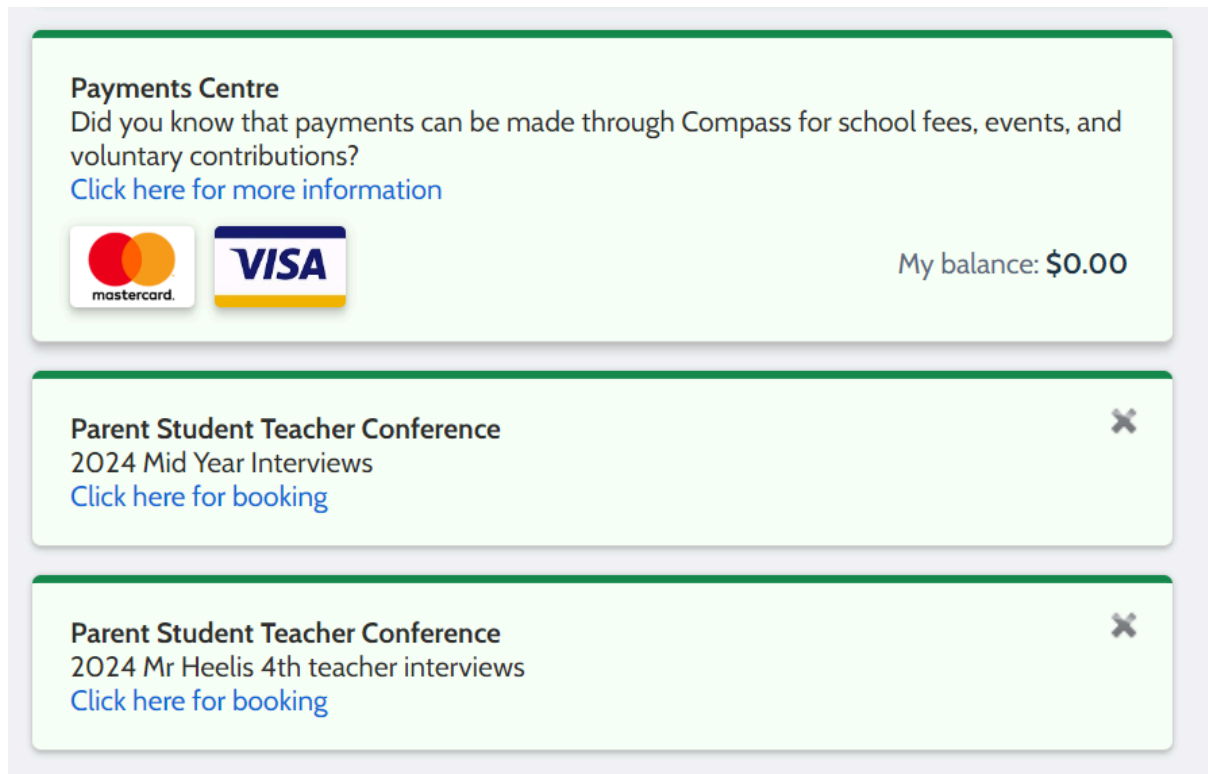
St Patrick's Catholic Primary -  
Sutherland

Username

Password

Sign In

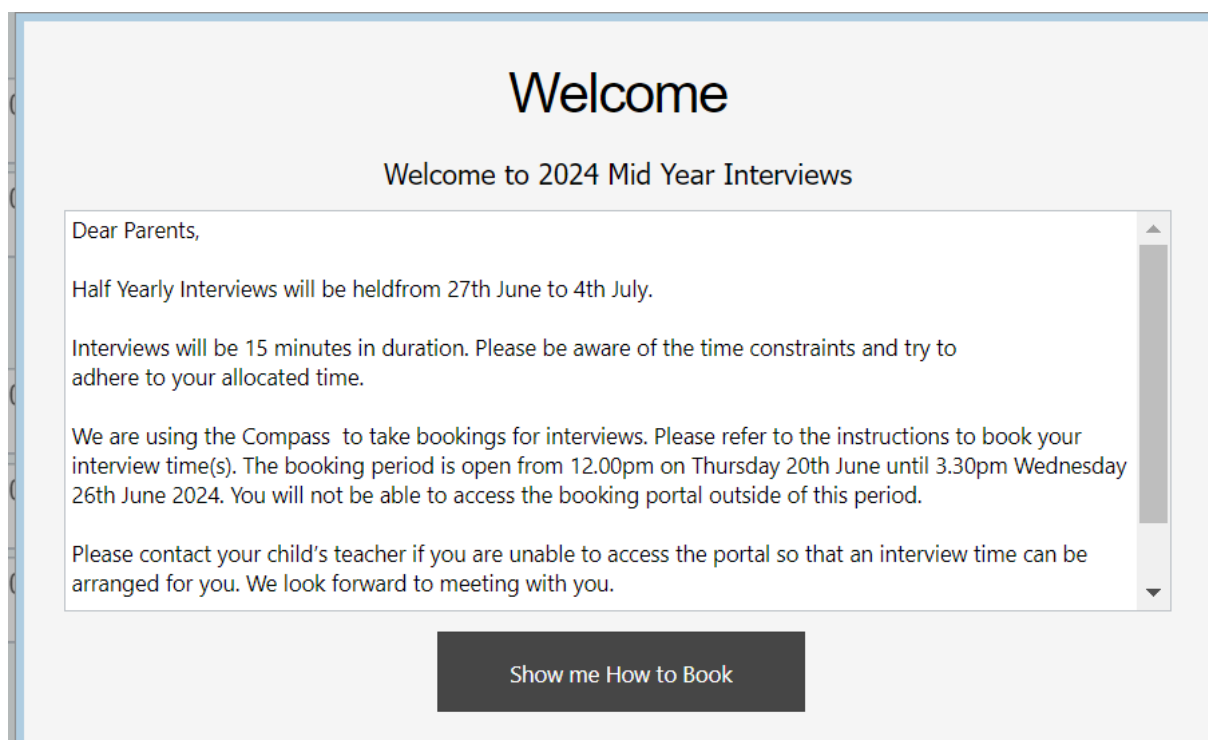
2) Click either “Book Parent Student Teacher Conference” under your child’s profile OR in the green box near the top of your news feed **(these will only show while bookings are open)**



The screenshot displays a user interface with three green notification boxes. The top box is titled "Payments Centre" and contains the text: "Did you know that payments can be made through Compass for school fees, events, and voluntary contributions? Click here for more information". Below this text are logos for Mastercard and VISA, and the text "My balance: \$0.00". The middle box is titled "Parent Student Teacher Conference" and contains the text: "2024 Mid Year Interviews Click here for booking". The bottom box is also titled "Parent Student Teacher Conference" and contains the text: "2024 Mr Heelis 4th teacher interviews Click here for booking". Each box has a close button (an 'x' icon) in the top right corner.

3) You will see “2024 Mid year Interviews” and, if applicable “2024 (teacher name) 4th teacher interviews” within the available conference cycles. Click the “My Bookings” button to make interview times for your child(ren).

4) Clicking “show me how to book” will step you through the rest of the booking process.



The screenshot shows a "Welcome" message for "2024 Mid Year Interviews". The text reads: "Welcome to 2024 Mid Year Interviews", "Dear Parents,", "Half Yearly Interviews will be held from 27th June to 4th July.", "Interviews will be 15 minutes in duration. Please be aware of the time constraints and try to adhere to your allocated time.", "We are using the Compass to take bookings for interviews. Please refer to the instructions to book your interview time(s). The booking period is open from 12.00pm on Thursday 20th June until 3.30pm Wednesday 26th June 2024. You will not be able to access the booking portal outside of this period.", "Please contact your child's teacher if you are unable to access the portal so that an interview time can be arranged for you. We look forward to meeting with you." Below the text is a dark grey button labeled "Show me How to Book".