



## Parent/Student/Teacher Interviews

**Semester 2, 2016**

18<sup>th</sup> August 2016

Dear Parents,

Parent/Student/Teacher Interviews will be held in week 9 of Term 3. The arrangements are as follows;

1. **Interviews will be held from 12:00pm to 8:00pm on Tuesday 6<sup>th</sup> September**
2. There will be no lessons during the day. Students will remain at home and complete a written assessable task (approximately taking one hour) for each of Maths and English. Other subjects may also have set work at the teacher's discretion. In addition, students will be expected to attend and participate in the interviews with their parents.
3. Interviews will be for 10 minutes with a bell to help people keep on time. Parents are advised to allow 10 minutes between appointments (as far as possible) to ensure sufficient time to move to the next teacher. Teachers will have staggered tea breaks so that parents can continue their interview schedule uninterrupted.
4. To ensure that parents obtain a good overview and to spread the teacher availability it is recommended that, as a minimum, parents see the following teachers;

English/Humanities/Language	-any two
Arts/PE/Level Coordinator	- any two
Maths/Science/Home Group Tutor	- any two

Interviews will be booked online through the Compass portal. Instructions on how to make appointments are attached and are also accessible on the Compass News feed. Parents will have a complete list of their student's teachers and their available times so that appointments can be made directly all in one place at the one time. The Compass appointment system will be available to Parents from **7pm Tuesday 30<sup>th</sup> August** (one week prior to the interview day).

By emailing this information to you we are overcoming a previous problem of some students not telling parents about the parent/teacher/student interviews. We anticipate that the large majority of parents will take advantage of this opportunity to meet their students' teachers and hear from both the student and the teacher, their individual perspectives on the progress being made. We are told by many staff and parents that getting to meet each other (and keeping in contact throughout the year) is a significant advantage in ensuring that students succeed in their studies.

- On your arrival we ask you to register at a desk in the first foyer of the C Block building so that we can monitor the attendance rate of students and parents. You will be provided with a map showing the location of teachers and a name sticker.
- If you choose to attend during the daytime you will be helping the other parents (who can't) by freeing up further evening time slots. Thank you.
- As you are aware, from the Enrolment Confirmation Form we ask all parents to commit to attending at least one of the two interview days we organise each year. Consequently we expect a high attendance rate. However if you are unable to attend we would appreciate you returning the apology slip below.
- If you don't want your student to be at home alone during the day, please contact the General Office by Friday 2<sup>nd</sup> September. We will be able to provide private study supervision in the library throughout the day for those students who need to be at school
- If you have misplaced your log in details for Compass, please contact the General Office on 9758 5022. If you have any further questions regarding the booking system, please contact Jennifer Oliver on 9758 5022.

Yours sincerely

Harvey Wood  
Principal

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FAIRHILLS HIGH SCHOOL  
PARENT TEACHER INTERVIEWS – SEMESTER 2 2016  
APOLOGY SLIP

Student Name(s): \_\_\_\_\_

Parent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

- I would like to come but I am unable to attend on the scheduled day
- I do not wish to participate in the Parent/Teacher Interviews

Reason (optional) \_\_\_\_\_

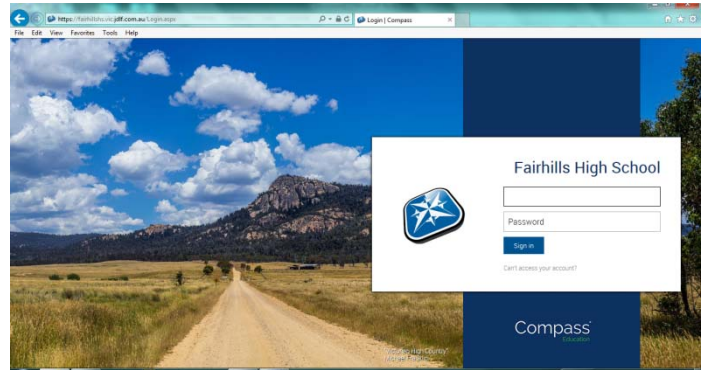
Signature \_\_\_\_\_ Date \_\_\_\_\_

Please post to General Office, Fairhills High School, PO Box 226, FERNTREE GULLY 3156

Or email to [fairhills.hs@edumail.vic.gov.au](mailto:fairhills.hs@edumail.vic.gov.au)

## Parent/Student/Teacher Interviews – Appointment booking system

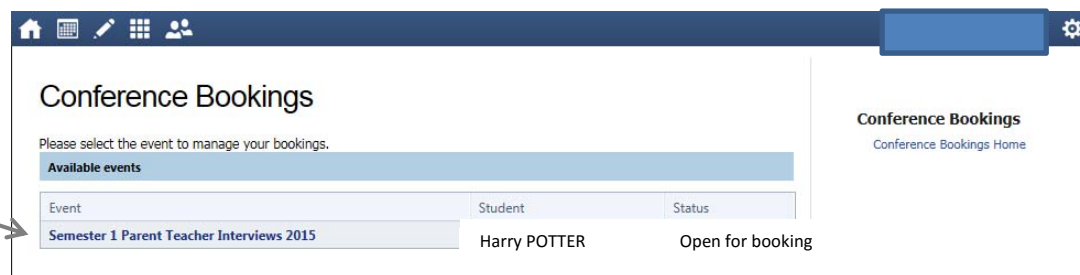
1. Open Internet Explorer and go to <http://fairhillshs.vic.idf.com.au>
2. Enter your Username and Password to Log in.



3. Click on **'Book Parent/Student/Teacher Interviews'** under your child's name, on the left of the screen.



4. The Conference bookings window opens. Click on the link **'Semester 2 Parent Teacher Interviews 2016'** to make your bookings



5. The list of the student's subjects and their teachers is displayed in the lower section of the window under 'Available staff'. This section includes the teacher's role (eg. Level coordinator) and their location for the interviews. Clicking on the teacher's name will show their available appointment times.

Event	Student	Status
Semester 1 Parent Teacher Interviews 2015	Harry POTTER	Open for booking

Event	Teacher	Time	Status
27/08 16:20 PM	Jacqueline LEWIS	28/08 16:00 PM	Available
27/08 16:30 PM	Available	28/08 15:10 PM	Available
27/08 16:40 PM	Rowan ZHANG	28/08 15:20 PM	Available
27/08 16:50 PM	Available	28/08 15:30 PM	Available
27/08 17:00 PM	Available	28/08 15:40 PM	Available
27/08 17:10 PM	Available	28/08 15:50 PM	Available
27/08 17:20 PM	Available	28/08 16:00 PM	Available
27/08 17:30 PM	Available	28/08 16:10 PM	Available
		28/08 17:50 PM	Available
		28/08 18:00 PM	Available
		28/08 18:10 PM	Available
		28/08 18:20 PM	Available
		28/08 18:30 PM	Available
		28/08 18:40 PM	Available
		28/08 18:50 PM	Available

**Key**    ■ Available for booking    ■ Not available    ■ Current booking

Staff Member	Staff Note	Location
Angela CRAWFORD (AC)	ENGLISH Yr7 Teacher	
Christopher DANIELS (CDL)	MATHEMATICS Yr7 Teacher	
Thomas EDWARDS (TEW)	SCIENCE Yr7 Teacher	
Damien FRANKS (DF)	SPORT Yr7 Teacher	
Douglas GRIFFIN (DGR)	DRAWING Yr7 Teacher	
Jacqueline LEWIS (JLW)	HUMANITIES Yr7 Teacher	
Jacqueline LEWIS (JLW)	TUTORIAL Yr7 Teacher	
Jeanette MONTFORDS (JMT)	WOOD TECHNOLOGY Yr7 Teacher	
Timothy NATHANIEL (TNA)	Ceramics Yr7 Teacher	
Lauren PROUDS (LPR)	PHYSICAL EDUCATION Yr7 Teacher	

6. To make an appointment, click on the date and time.

Available appointments are shown in green.

A drop-down list of available staff for that time will appear.

Select the staff member you wish to book.

Click 'update' to save the booking.

7. Confirmed appointments are shown in pink

My Bookings					
Click the booking time to make/modify a booking. For further assistance, click the blue help icon at the top of the page.					
27/08 15:00 PM	Available	27/08 17:40 PM	Available	28/08 16:20 PM	Available
27/08 15:10 PM	Available	27/08 17:50 PM	Available	28/08 16:30 PM	Available
27/08 15:20 PM	Available	27/08 18:00 PM	Available	28/08 16:40 PM	Available
27/08 15:30 PM	Available	27/08 18:10 PM	Available	28/08 16:50 PM	Available
27/08 15:40 PM	Available	27/08 18:20 PM	Available	28/08 17:00 PM	Available
27/08 15:50 PM	Available	27/08 18:30 PM	Available	28/08 17:10 PM	Available
27/08 16:00 PM	Christopher DANIELS	27/08 18:40 PM	Available	28/08 17:20 PM	Available
27/08 16:10 PM	Available	27/08 18:50 PM	Available	28/08 17:30 PM	Available
27/08 16:20 PM	Jacqueline LEWIS	28/08 15:00 PM	Available	28/08 17:40 PM	Available
27/08 16:30 PM	Available	28/08 15:10 PM	Available	28/08 17:50 PM	Available
27/08 16:40 PM	Rowan ZHANG	28/08 15:20 PM	Available	28/08 18:00 PM	Available
27/08 16:50 PM	Available	28/08 15:30 PM	Available	28/08 18:10 PM	Available
27/08 17:00 PM	Available	28/08 15:40 PM	Available	28/08 18:20 PM	Available
27/08 17:10 PM	Available	28/08 15:50 PM	Available	28/08 18:30 PM	Available
27/08 17:20 PM	Available	28/08 16:00 PM	Available	28/08 18:40 PM	Available
27/08 17:30 PM	Available	28/08 16:10 PM	Available	28/08 18:50 PM	Available

### To change/cancel an appointment booking

Click on the date/time. From the drop-down list select 'No Booking'. Click 'Update'. This time will now show as 'available' and green.

Once you have made your appointments, please print them off by clicking 'print bookings' on the right side of the screen.