

9 August 2024

Parent – Student - Teacher Conferences Wednesday 18 September 2024

Dear Parents/Guardians,

Parent – Student – Teacher Conferences (formally Parent Teacher Interviews) are to be held **Wednesday 18 September 2024**. We encourage parents and students to avail themselves of this important opportunity to meet our teachers to discuss student progress. **Students are not required to attend classes on Wednesday 18 September 2024 but are required to attend interviews with parents and teachers.**

Interview Times are:

Interviews 12.30pm – 2.30pm

Interviews 2.45pm to 4.45pm

Interviews 5.30pm – 7.30pm

The Parent -Student - Teacher Conferences Booking System will be accessible from:

Year 12 Student Bookings - 12.00pm Friday 6 September until 12.00pm Tuesday 17 September.

Year 7 to 11 (including Year 11 students doing a Unit 3/4 subject) Student Bookings – 10.00am Monday 9 September until 12.00pm Tuesday 17 September.

**Please note that bookings are essential – there will be no opportunity for unscheduled interviews. We also ask that only parents and enrolled students attend. Please be aware that bookings fill quickly, and you may not get the opportunity to see all teachers during these sessions. However, you are able to readily contact teachers via the Compass system if you have any concerns or questions. If parents attend on the day without an appointment the teachers will not be able to see them. ** Please note that while we offer an option an interpreter service for a number of languages, due to high demand we may not be able to accommodate all requests.

Each booking is for 8 minutes, 5-minute interview time and 3 minutes to allow you to make your way to the next appointment. It may be a good idea to book teachers concurrently in a similar location where possible to allow you to be on time to each appointment. As building names and rooms numbers have changed, we ask that you please refer to the map attached to the Compass News feed. Parents who wish to see teachers must make an appointment via Compass as this is the only means to making a confirmed appointment.

All access to interview rooms will be from external entries where possible. Due to the large number attending interviews, there will not be a facility for waiting areas inside rooms or Open Areas.

Parents are reminded that Thursday 19 September is a normal school day for students. Students are required at school by **8.40am for the first bell at 8.45am.**

Brett Lamb
Acting Assistant Principal
Teaching and Learning

To Make a Booking for a Student Parent Teacher Conference

1. On the home screen, beside the student you wish to make bookings for, click 'Book Parent Student Teacher Conference'.
2. A list of parent-teacher conference cycles will be displayed along with their booking status. Click on the relevant cycle
3. Your booking sheet will be displayed and will show your available booking times.
4. Click on a time in the grid to display teachers available for booking at that time.
5. Once bookings are completed, print schedule to bring on the day. Teacher locations/room numbers will appear on the booking.
6. Please note that if a teacher is not appearing for bookings it means that they are fully booked or unavailable.
7. If you have any concerns, please contact the school on 9842 2244

For the online Compass user guide instructions, please go to

<https://www.compass.education/guide#section-09>