



31 March 2022

Dear Parents and Carers,

Parent & Teacher Interviews (Tuesday 26 April)

Your child's first report for the year is currently available on the XUNO portal. Teachers will be updating these reports every 4-6 weeks over the year. We encourage parents to log on to XUNO and access these reports to keep up to date with your child's progress.

These first reports for the year are timed to provide informative and helpful information for upcoming Parent and Teacher Interviews. **These meetings will be held in the first day of Term 2 on Tuesday, 26 April from 12noon to 7.00pm.** These interviews will occur **online**, using the Webex platform.

This is a student free day - No classes will be held for students on this day.

Interview appointments can be booked through XUNO, accessed through the XUNO app or any internet-connected computer. **XUNO will open for bookings at 12 noon on Monday 4 April (last week of Term 1) and will close at 2pm on Friday 22 April.**

If you require your XUNO log-in details, please contact CSC's Reception before 4.00pm on Friday 8 April.

If you do not have access to the internet, please contact CSC on 5479 1111 and we will arrange your interview times for you. **Reception will be closed during the holidays so booking via phone will only be available on Monday 4 – Friday 8 April.**

Please access the system as follows:

- Go to **<http://portal.csc.vic.edu.au/>** and enter in your username and password;
or
- Go to the school's home page **www.csc.vic.edu.au**
- Click the **XUNO link** on the home page
- Enter your **username and password**. If you have forgotten your log in details, please click on "forgotten your username or password?" and follow the prompts to generate a new one.
- Once you are logged into XUNO you will see your Home Screen with basic information about your child/children.



Distributed with this letter is the - Webex user guide for families, which explains how to join each scheduled interview.

- Interview links for all CSC classroom teachers will be sent out next week.

We ask parents/ carers to click on the relevant links which match your interviews made through XUNO. Teachers will allow parents/carers into the online interview at the scheduled time. **Please be punctual for each interview, as teachers will be adhering to interview times.**

If you experience any technical difficulties, please contact the College. Our ICT Team will be providing assistance throughout the day.

Due to the high demand for interviews, we will not be allowing un-scheduled interviews to occur on the day. If you were unable to book an interview, please contact your child's mentor teacher to arrange an alternative time to engage with relevant teachers.

Regards,

Justin Hird
Acting Principal