

# LILYDALE HIGH SCHOOL

25 Melba Avenue, Lilydale 3140

Telephone: 9735-5644

Email: [lilydale.hs@education.vic.gov.au](mailto:lilydale.hs@education.vic.gov.au)

Website: [www.lilydalehs.vic.edu.au](http://www.lilydalehs.vic.edu.au)



Monday, 4<sup>th</sup> September 2023

Dear Parent/Carer,

This semester Three Way Conferences will take place on **Wednesday 13<sup>th</sup> September 2023**. This will give you an opportunity to speak with your child's teachers via an online pre-arranged meeting using WebEx. **There will be no formal classes on this day.**

Bookings are made through Compass (instructions follow) and will open at 8:30am on Wednesday 6<sup>th</sup> September and close at 12 noon on Tuesday 12<sup>th</sup> September. We have allocated 10 minutes per meeting to allow enough time for discussion.

The session times for the conferences are:

9:00 am to 12 noon

1:00 pm to 3:30 pm

4:00 pm to 7:00 pm

Instructions for accessing WebEx meetings follow.

The teacher listing at the end of this document gives you the link required to access the meeting in WebEX and also indicates teachers who we are aware will be unavailable for Three Way Conferences.

A number of teachers will be absent on the day due to leave etc., their names will not appear for booking in your choice of teachers/subjects. Once all available bookings for a teacher have been made, the teacher will not appear for selection in Compass.

If a teacher is unavailable on the day or you have been unable to book an interview with them, please email the relevant teacher via Compass to arrange an interview.

A teacher may contact you via phone if there are technical difficulties on the day. To help facilitate this, can you please make sure your contact details are up to date in Compass.

If you have any queries relating to your sign in codes, or booking these conferences, please contact our IT support staff by email at [ITsupport@lilydalehs.vic.edu.au](mailto:ITsupport@lilydalehs.vic.edu.au)

Yours faithfully,

A handwritten signature in black ink, appearing to read 'W. Powson'.

**WENDY POWSON**  
Principal

# COMPASS INSTRUCTIONS FOR MAKING THREE WAY CONFERENCE INTERVIEWS

**Please Note: You can only book interviews using your parent login (not the login of your student/s).**

## Booking via a browser

1

On the home screen, beside the student you wish to make bookings for, click 'Book Parent Teacher Interviews'.

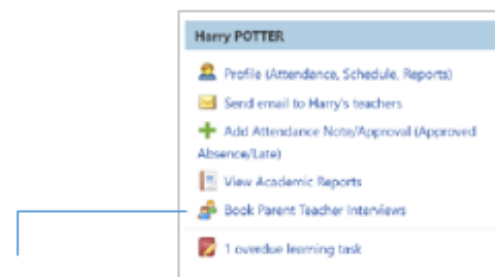
2

A list of parent-teacher interview cycles will be displayed along with their booking status. Click "My Bookings" on the relevant cycle.

3

Your booking sheet will be displayed and will show all available booking times. Click on a time in the grid to display teachers available for booking at that time, and then click the teacher's name to make your booking.

Note: You can view a teacher's availability by clicking on the teacher's name on the right side of the booking page.

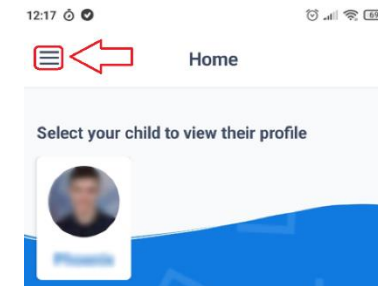


Conferences	
Conference Cycles	
Cycle Name	
Term 2 2017 - Parent Teacher Interviews First Slot: Monday, June 12 2017 - 11:00 AM, Last Slot: Wednesday, June 21 2017 - 03:50 PM	<a href="#">My Bookings</a>
Term 3 - Training Example First Slot: Thursday, June 22 2017 - 04:00 PM, Last Slot: Friday, June 23 2017 - 12:30 PM	<a href="#">My Bookings</a>

Term 2 2017 - Parent Teacher Interviews			Print	Information/Help	Harry POTTER
Monday, June 12					
11:00 AM	11:10 AM	2 interviews booked	11:20 AM	Minerva McGONAGALL Teacher for H1133B - Transf...	
11:30 AM	Compass (IDLJ) Admin AM Teacher for TAPE BUILDING...	11:40 AM	11:50 AM	Daniel Keightley Teacher for MA113A - Mathe...	Aurora SINISTRA 12PT8B - Astronomy Year 12 Interview Welcome
12:00 PM	Not available for booking PM Bookings cannot be made.	12:10 PM	12:20 PM	Not available for booking Bookings cannot be made.	Rolanda HOOD DALCA - Alchemy Y1 9 Interview Welcome
12:30 PM	Not available for booking PM Bookings cannot be made.	12:40 PM	12:50 PM	Not available for booking Bookings cannot be made.	Minerva McGONAGALL H1133B - Transfiguration Year 12 Mon 12/06 11:20 AM
01:00 PM	01:10 PM	Minerva McGONAGALL Teacher for 10A2A - Dark ...	01:20 PM		

## Booking via Compass App

1. From the Compass App home screen click the menu button (3 lines icon in the top left corner)
2. From the menu options select “**Conferences**”
3. Select the current conference from the list “**2022 Semester 1**”
4. Select the teacher that you would like to book
5. Select an appropriate timeslot for your booking
6. Click “**Confirm Booking**” to lock in your selected time.
7. When the booking is highlighted in Green, that indicates the booking is confirmed.



## Where to get the App

If you do not have the Compass App installed on your phone or tablet you can find it here:

- Apple Phones:  
<https://apps.apple.com/au/app/compass-school-manager/id778415974>
- Android Phones:  
[https://play.google.com/store/apps/details?id=com.jdlf.compass&hl=en\\_AU&gl=US](https://play.google.com/store/apps/details?id=com.jdlf.compass&hl=en_AU&gl=US)

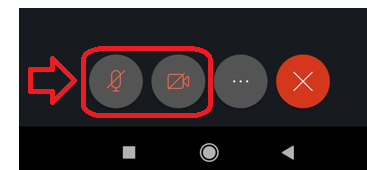
## WEBEX INSTRUCTIONS FOR THREE WAY CONFERENCE MEETINGS



- ❖ For a desktop or laptop computer the links on the following pages will take you directly to the teacher's waiting room.
- ❖ For Phone or Tablet we suggest you use the Webex app. Please make sure this is ready to use before your first conference.
  - Apple Phones  
<https://apps.apple.com/au/app/cisco-webex-meetings/id298844386>
  - Android Phones  
[https://play.google.com/store/apps/details?id=com.cisco.webex.meetings&hl=en\\_AU&gl=US](https://play.google.com/store/apps/details?id=com.cisco.webex.meetings&hl=en_AU&gl=US)

### ❖ To facilitate the Webex conferences:

- You have been provided with a link to each teacher's Webex meeting room, see the following pages.
- On the day of the conferences when you click on the appropriate link you will be placed in that particular teacher's waiting room.
- To assist teachers on the day we ask that you please use your **child's name as the person entering the meeting.**
- We encourage your child to attend the conference with you and to use the rest of the day as a catch-up day.
- When it is time for your appointment and the teacher is available they will allow you to enter their meeting room.
- Please be aware that teachers may have back to back interviews and will be endeavouring to be on time with appointments.
- If using the App you will need to enable your microphone and camera when you enter the meeting by clicking on these two buttons



## THREE WAY CONFERENCES Semester 2 2023 - TEACHERS

<b>TEACHER</b>	<b>Link for conference</b>	<b>TEACHER</b>	<b>Link for conference</b>
Asta, Riana	<a href="https://eduvic.webex.com/meet/asta.riana.r">https://eduvic.webex.com/meet/asta.riana.r</a>	Dekker, Thomas	Unavailable
Bao, Qiong (Jackie)	<a href="https://eduvic.webex.com/meet/bao.qiong.q">https://eduvic.webex.com/meet/bao.qiong.q</a>	Demitris, Elissia	<a href="https://eduvic.webex.com/meet/demitris.elissia.n">https://eduvic.webex.com/meet/demitris.elissia.n</a>
Barr, Denny	<a href="https://eduvic.webex.com/meet/barr.denny.d">https://eduvic.webex.com/meet/barr.denny.d</a>	Devine, Danielle	<a href="https://eduvic.webex.com/meet/devine.danielle.d">https://eduvic.webex.com/meet/devine.danielle.d</a>
Beale, Timothy (Tim)	<a href="https://eduvic.webex.com/meet/beale.timothy.p">https://eduvic.webex.com/meet/beale.timothy.p</a>	Diston, Emma	Unavailable
Beatson, Mark	<a href="https://eduvic.webex.com/meet/beatson.mark.m">https://eduvic.webex.com/meet/beatson.mark.m</a>	Dowell, Ashlee	Unavailable
Blaxland, David	<a href="https://eduvic.webex.com/meet/blaxland.david.g">https://eduvic.webex.com/meet/blaxland.david.g</a>	Drakeford, Holly	<a href="https://eduvic.webex.com/meet/holly.drakeford">https://eduvic.webex.com/meet/holly.drakeford</a>
Bleakley, Jonathan	<a href="https://eduvic.webex.com/meet/bleakley.jonathan.s">https://eduvic.webex.com/meet/bleakley.jonathan.s</a>	Edwards, Catherine	<a href="https://eduvic.webex.com/meet/edwards.catherine.c">https://eduvic.webex.com/meet/edwards.catherine.c</a>
Bottin, Hayley	<a href="https://eduvic.webex.com/meet/hayley.bottin">https://eduvic.webex.com/meet/hayley.bottin</a>	Engelhardt, Amber	<a href="https://eduvic.webex.com/meet/amber.engelhardt">https://eduvic.webex.com/meet/amber.engelhardt</a>
Bourne, Michael	<a href="https://eduvic.webex.com/meet/bourne.michael.s">https://eduvic.webex.com/meet/bourne.michael.s</a>	Farrell, Kelly	<a href="https://eduvic.webex.com/meet/farrell.kelly.k">https://eduvic.webex.com/meet/farrell.kelly.k</a>
Box, Andrew	Unavailable	Feeger, David	<a href="https://eduvic.webex.com/meet/feeger.david.c">https://eduvic.webex.com/meet/feeger.david.c</a>
Callinan, Hayley	<a href="https://eduvic.webex.com/meet/callinan.hayley.m">https://eduvic.webex.com/meet/callinan.hayley.m</a>	Fyffe, Charlie	<a href="https://eduvic.webex.com/meet/fyffe.charlie.c">https://eduvic.webex.com/meet/fyffe.charlie.c</a>
Carmichael, Leisel	Unavailable	Goode, Jacqueline (Jacki)	<a href="https://eduvic.webex.com/meet/goode.jacki.e">https://eduvic.webex.com/meet/goode.jacki.e</a>
Carr, Thomas (Phil)	<a href="https://eduvic.webex.com/meet/carr.thomas.t">https://eduvic.webex.com/meet/carr.thomas.t</a>	Grantham, Darren	<a href="https://eduvic.webex.com/meet/grantham.darren.l">https://eduvic.webex.com/meet/grantham.darren.l</a>
Chen, Arthur	<a href="https://eduvic.webex.com/meet/jiu.chen">https://eduvic.webex.com/meet/jiu.chen</a>	Hager, Paul	<a href="https://eduvic.webex.com/meet/hager.paul.s">https://eduvic.webex.com/meet/hager.paul.s</a>
Collins, Sarah	<a href="https://eduvic.webex.com/meet/collins.sarah.j">https://eduvic.webex.com/meet/collins.sarah.j</a>	Hampson, Lucy	Unavailable
Colyer, Julie	<a href="https://eduvic.webex.com/meet/colyer.julie.a">https://eduvic.webex.com/meet/colyer.julie.a</a>	Hankin, Kate	<a href="https://eduvic.webex.com/meet/hankin.kate.k">https://eduvic.webex.com/meet/hankin.kate.k</a>
Conallin, Joshua	<a href="https://eduvic.webex.com/meet/conallin.joshua.d">https://eduvic.webex.com/meet/conallin.joshua.d</a>	Hardy, Sarah	<a href="https://eduvic.webex.com/meet/hardy.sarah.hy">https://eduvic.webex.com/meet/hardy.sarah.hy</a>
Connolly, Emma	<a href="https://eduvic.webex.com/meet/emma.connolly">https://eduvic.webex.com/meet/emma.connolly</a>	Haritonidis, Gweneth	<a href="https://eduvic.webex.com/meet/haritonidis.gweneth.m">https://eduvic.webex.com/meet/haritonidis.gweneth.m</a>
Crotty, Melissa	Unavailable	Harris, Cindy	<a href="https://eduvic.webex.com/meet/harris.cindy.j">https://eduvic.webex.com/meet/harris.cindy.j</a>
Crowley, Kieran	<a href="https://eduvic.webex.com/meet/crowley.kieran.k">https://eduvic.webex.com/meet/crowley.kieran.k</a>	Harris, Craig	<a href="https://eduvic.webex.com/meet/harris.craig.c">https://eduvic.webex.com/meet/harris.craig.c</a>
		Harvie, Jade	<a href="https://eduvic.webex.com/meet/jade.harvie">https://eduvic.webex.com/meet/jade.harvie</a>

<b>TEACHER</b>	<b>Link for conference</b>	<b>TEACHER</b>	<b>Link for conference</b>
Hemmings, Jane	<a href="https://eduvic.webex.com/meet/hemmings.jane.l">https://eduvic.webex.com/meet/hemmings.jane.l</a>	Marshall, Caitlin	<a href="https://eduvic.webex.com/meet/marshall.caitlin.c">https://eduvic.webex.com/meet/marshall.caitlin.c</a>
Holder, Joanna	Unavailable	Mays, Kristy-Ann	<a href="https://eduvic.webex.com/meet/mays.kristy-ann.k">https://eduvic.webex.com/meet/mays.kristy-ann.k</a>
Hovanjec, Marie	Unavailable	McGrotty, Narelle	<a href="https://eduvic.webex.com/meet/mcgrotty.narelle.b">https://eduvic.webex.com/meet/mcgrotty.narelle.b</a>
Hoysted, Emily	<a href="https://eduvic.webex.com/meet/hoysted.emily.e">https://eduvic.webex.com/meet/hoysted.emily.e</a>	McLachlan, Stephanie	<a href="https://eduvic.webex.com/meet/mclachlan.stephanie.s">https://eduvic.webex.com/meet/mclachlan.stephanie.s</a>
Huby, Brendon	<a href="https://eduvic.webex.com/meet/huby.brendon.c">https://eduvic.webex.com/meet/huby.brendon.c</a>	Moore, Dianna	<a href="https://eduvic.webex.com/meet/moore.dianna.d">https://eduvic.webex.com/meet/moore.dianna.d</a>
Hudson, Kirsty	<a href="https://eduvic.webex.com/meet/hudson.kirsty.l">https://eduvic.webex.com/meet/hudson.kirsty.l</a>	Morane, Sophie	<a href="https://eduvic.webex.com/meet/sophie.morane">https://eduvic.webex.com/meet/sophie.morane</a>
Hunter, Katie	Unavailable	Morgan, Jesse	<a href="https://eduvic.webex.com/meet/jesse.morgan">https://eduvic.webex.com/meet/jesse.morgan</a>
Ignatiadis, Madalene (Maddy)	<a href="https://eduvic.webex.com/meet/ignatiadis.madelene.m">https://eduvic.webex.com/meet/ignatiadis.madelene.m</a>	Morrow, Jayne	Unavailable
Izzard, Dean	<a href="https://eduvic.webex.com/meet/izzard.dean.m">https://eduvic.webex.com/meet/izzard.dean.m</a>	Mortel, Amanda	<a href="https://eduvic.webex.com/meet/mortel.amanda.a">https://eduvic.webex.com/meet/mortel.amanda.a</a>
Jennings, John	<a href="https://eduvic.webex.com/meet/john.Jennings">https://eduvic.webex.com/meet/john.Jennings</a>	Mouratidis, Harista (Henri)	<a href="https://eduvic.webex.com/meet/mouratidis.harista.h">https://eduvic.webex.com/meet/mouratidis.harista.h</a>
Joy, Anil	<a href="https://eduvic.webex.com/meet/joy.anil.a">https://eduvic.webex.com/meet/joy.anil.a</a>	Nematollahi, Ava	<a href="https://eduvic.webex.com/meet/nemat.ava.a">https://eduvic.webex.com/meet/nemat.ava.a</a>
Keats, Bradley	<a href="https://eduvic.webex.com/meet/bradley.keats">https://eduvic.webex.com/meet/bradley.keats</a>	Neumann, Jeremy	<a href="https://eduvic.webex.com/meet/neumann.jeremy.j">https://eduvic.webex.com/meet/neumann.jeremy.j</a>
Kilkenny, Jessica	<a href="https://eduvic.webex.com/meet/kilkenny.jessica.m">https://eduvic.webex.com/meet/kilkenny.jessica.m</a>	Nevins, Elizabeth	Unavailable
Kirkpatrick, Robyn	<a href="https://eduvic.webex.com/meet/kirkpatrick.robyn.r">https://eduvic.webex.com/meet/kirkpatrick.robyn.r</a>	Newell, Michael	<a href="https://eduvic.webex.com/meet/michael.newell">https://eduvic.webex.com/meet/michael.newell</a>
Knight, Cassandra	Unavailable	Newman, Ian	Unavailable
Kogelman, Timothy (Tim)	<a href="https://eduvic.webex.com/meet/kogelman.timothy.g">https://eduvic.webex.com/meet/kogelman.timothy.g</a>	Owen, Hana	<a href="https://eduvic.webex.com/meet/hana.owen">https://eduvic.webex.com/meet/hana.owen</a>
Lee, Koriena	<a href="https://eduvic.webex.com/meet/lee.koriena.t">https://eduvic.webex.com/meet/lee.koriena.t</a>	Pawley, Jade	Unavailable
Legg, Kate	Unavailable	Pearson, Erin	<a href="https://eduvic.webex.com/meet/erin.pearson">https://eduvic.webex.com/meet/erin.pearson</a>
Lie, Joyce	<a href="https://eduvic.webex.com/meet/Joyce.lie">https://eduvic.webex.com/meet/Joyce.lie</a>	Pischiutta, Tina	<a href="https://eduvic.webex.com/meet/tina.pischiutta">https://eduvic.webex.com/meet/tina.pischiutta</a>
Louis, Angela	Unavailable	Price, Adam	<a href="https://eduvic.webex.com/meet/price.adam.b">https://eduvic.webex.com/meet/price.adam.b</a>
Lynch, Lisa	<a href="https://eduvic.webex.com/meet/lynch.lisa.m">https://eduvic.webex.com/meet/lynch.lisa.m</a>		

**TEACHER**

Robbins, Jane	<a href="https://eduvic.webex.com/meet/robbins.jane.e">https://eduvic.webex.com/meet/robbins.jane.e</a>
Robertson, Toby	<a href="https://eduvic.webex.com/meet/robertson.toby.m">https://eduvic.webex.com/meet/robertson.toby.m</a>
Rogers, Andrew	<a href="https://eduvic.webex.com/meet/rogers.andrew.a">https://eduvic.webex.com/meet/rogers.andrew.a</a>
Rowson, Mary	Unavailable
Rubio, Valda	<a href="https://eduvic.webex.com/meet/rubio.valda.r">https://eduvic.webex.com/meet/rubio.valda.r</a>
Saliba, Caitlin	<a href="https://eduvic.webex.com/meet/armfield.caitlin.r">https://eduvic.webex.com/meet/armfield.caitlin.r</a>
Sayers, Janine	<a href="https://eduvic.webex.com/meet/sayers.janine.m">https://eduvic.webex.com/meet/sayers.janine.m</a>
Schulz, Sara	<a href="https://eduvic.webex.com/meet/schulz.sara.e">https://eduvic.webex.com/meet/schulz.sara.e</a>
Smith, Naomi	<a href="https://eduvic.webex.com/meet/smith.naomi.g">https://eduvic.webex.com/meet/smith.naomi.g</a>
Smith, Sharon	<a href="https://eduvic.webex.com/meet/sharon.smith5">https://eduvic.webex.com/meet/sharon.smith5</a>
Sommers, Jasmin	<a href="https://eduvic.webex.com/meet/sommers.jasmin.j">https://eduvic.webex.com/meet/sommers.jasmin.j</a>
Stepniewski, Sally	<a href="https://eduvic.webex.com/meet/stepniewski.sally.s">https://eduvic.webex.com/meet/stepniewski.sally.s</a>
Stuart, Alister	<a href="https://eduvic.webex.com/meet/stuart.alister.a">https://eduvic.webex.com/meet/stuart.alister.a</a>
Stuart, Emily	Unavailable
Taylor, Caitlin (PASE)	<a href="https://eduvic.webex.com/meet/caitlin.taylor2">https://eduvic.webex.com/meet/caitlin.taylor2</a>
Taylor, Caitlin (English)	<a href="https://eduvic.webex.com/meet/caitlin.taylor3">https://eduvic.webex.com/meet/caitlin.taylor3</a>
Thornton, Peter	<a href="https://eduvic.webex.com/meet/thornton.peter.p">https://eduvic.webex.com/meet/thornton.peter.p</a>
Toma, Daniel	<a href="https://eduvic.webex.com/meet/toma.daniel.v">https://eduvic.webex.com/meet/toma.daniel.v</a>
Tulett, Justin	<a href="https://eduvic.webex.com/meet/justin.tulett">https://eduvic.webex.com/meet/justin.tulett</a>

**Link for conference****TEACHER**

Ventura, Bronwyn	<a href="https://eduvic.webex.com/meet/ventura.bronwyn.b">https://eduvic.webex.com/meet/ventura.bronwyn.b</a>
Webb, Robert	<a href="https://eduvic.webex.com/meet/webb.robert.r">https://eduvic.webex.com/meet/webb.robert.r</a>
Wilkinson, Jesse	<a href="https://eduvic.webex.com/meet/jesse.wilkinson">https://eduvic.webex.com/meet/jesse.wilkinson</a>
Wilton, Michael	<a href="https://eduvic.webex.com/meet/michael.wilton">https://eduvic.webex.com/meet/michael.wilton</a>
Wyatt, Morgan	<a href="https://eduvic.webex.com/meet/wyatt.morgan.j">https://eduvic.webex.com/meet/wyatt.morgan.j</a>
Young, Cathie	Unavailable
Younger, Zoe	<a href="https://eduvic.webex.com/meet/zoe.younger">https://eduvic.webex.com/meet/zoe.younger</a>
Zavrou, Catherine	<a href="https://eduvic.webex.com/meet/zavrou.catherine.j">https://eduvic.webex.com/meet/zavrou.catherine.j</a>

**Link for conference**