**How to book your Parent Student Teacher Conference**

**Web Browser Option**

1. On your child’s home page select ‘Book 2. On the top right select ‘My Bookings’.

Parent Student Teacher Conference’

as shown below.



3. At the welcome note select ‘View My 4. On the right select the teacher you wish to

Bookings’. make a booking with.

 

5. Select an available time slot and follow ***If you are unable to access Compass or have***

the prompts to confirm your booking. ***any other queries relating to reports and***

 ***conferences, please contact the school.***

**How to book your Parent Student Teacher Meetings**

**Compass App Option**

1. On the Home page click the three lines in the top left corner to open the options and select Conferences.



2. On the Conferences page select the teacher you wish to make a booking with.



3. Select the time you wish to confirm your booking.



**KAREN HALKET**

Assessment and Reporting Coordinator

Friday 18th February, 2022