

# ST KILDA PARK PRIMARY SCHOOL

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25<sup>th</sup> June 2024

## Parent Teacher Interview Bookings

Dear Parents & Carers,

Our mid-year Parent Teacher Interviews will be taking place at school in week one of next term (15<sup>th</sup> – 18<sup>th</sup> July). These interviews are an important chance to meet with your child's classroom teacher to discuss their learning and social development during the first half of the year and to understand and discuss their goals for semester two.

We are asking that all families schedule an interview time. To make a booking you will need to login to Compass School Manager. Follow the steps outlined below and select a suitable time to make bookings with your child's teacher. Please contact the office should you have any difficulties or if you have mislaid your Compass details.

Please note, if you are attempting to make a booking using the mobile app on iPhone or Android, a user guide is available here <https://skipps-vic.compass.education/Communicate/KnowledgeBase/?article=Conferences.Booking%20Conferences%20on%20Mobile%20Devices>

Online bookings will close at 9pm on Sunday 14<sup>th</sup> July Please book your interview time by this point.

Yours Sincerely,

Neil Scott,

Principal

## Booking a Parent Teacher Interview

Upon logging into Compass, you will see a notification on your Compass home page letting you know Parent Teacher Interviews are taking place and giving you the option to book. Please click on the 'Click here for booking' hyperlink.



When you click the notification, you will be taken into the booking page. You can click either 'Start Booking Now' or 'Show me How to Book' to proceed.

Interim Report #2 Parent Teacher Conferences

Wednesday, May 8

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM	04:35 PM
04:45 PM	04:55 PM	05:05 PM	05:15 PM	05:25 PM	05:35 PM
05:45 PM	05:55 PM	06:05 PM	06:15 PM	06:25 PM	

Thursday, May 9

03:45 PM	03:55 PM	04:05 PM			04:35 PM
04:45 PM	04:55 PM	05:05 PM			05:35 PM
05:45 PM	05:55 PM	06:05 PM			05:35 PM Not available for booking Meal Break
06:45 PM Not available for booking Meal Break	06:55 PM Not available for booking Meal Break	07:05 PM			07:35 PM
07:45 PM	07:55 PM	08:05 PM			

### Welcome

Welcome to Interim Report #2 Parent Teacher Conferences

Dear Parents,

Welcome to the Interim Report #2 Parent Teacher Conferences. We encourage you to make bookings with your child's teachers to discuss their progress to date. Parent Teacher conferences are a key aspect of maintaining supportive communication for your child between school and home. Light refreshments will be provided.

Kind regards,  
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Principal

Start Booking Now
Show me How to Book

If you click 'Show me How to Book' this will take you to an instruction screen which you can proceed to be guided through or Skip.

When proceeding to make a booking, you will see the child the booking screen is in relation to in the top right corner. If you have more than one child at the school, you will be able to select which child to make a booking for.

Interim Report #2 Parent Teacher Conferences

Wednesday, May 8

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM	04:35 PM
04:45 PM	04:55 PM	05:05 PM	05:15 PM	05:25 PM	05:35 PM
05:45 PM	05:55 PM	06:05 PM	06:15 PM	06:25 PM	

Thursday, May 9

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM	04:35 PM
04:45 PM	04:55 PM	05:05 PM	05:15 PM	05:25 PM	05:35 PM
05:45 PM	05:55 PM	06:05 PM	06:15 PM	06:25 PM	06:35 PM Not available for booking Meal Break
06:45 PM Not available for booking Meal Break	06:55 PM Not available for booking Meal Break	07:05 PM	07:15 PM	07:25 PM	07:35 PM
07:45 PM	07:55 PM	08:05 PM	08:15 PM	08:25 PM	

Margaret ATWOOD

**Teachers**

**Cuthbert BINNS**  
English  
Interview Welcome

**Bathsheda BABBLING**  
Student Leadership Meetings  
Interview Welcome

Next you will need to click the teacher from the list on the right that you want to make a booking with. This will display any available timeslots that the teacher has available.

Interim Report #2 Parent Teacher Conferences

Wednesday, May 8

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM	04:35 PM
04:45 PM	04:55 PM	05:05 PM	05:15 PM	05:25 PM	05:35 PM
05:45 PM	05:55 PM	06:05 PM	06:15 PM	06:25 PM <b>Cuthbert BINNS</b> Teacher for English	

Thursday, May 9

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM	04:35 PM
04:45 PM	04:55 PM	05:05 PM	05:15 PM	05:25 PM	05:35 PM
05:45 PM	05:55 PM	06:05 PM	06:15 PM	06:25 PM	06:35 PM Not available for booking Meal Break
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07:45 PM	07:55 PM	08:05 PM	08:15 PM	08:25 PM	

Margaret ATWOOD

**Teachers**

**Student Leadership Meetings**

**Bathsheda BABBLING**  
Location: Room 24  
Interview Welcome

Click on a time slot at the left of the screen to make a booking.

[\[Back\]](#)

You can then click the timeslot you want to book with that teacher. The confirmation will pop-up and click 'OK' to make the booking.

**Confirm Booking** ✖

**Reason:** Student Leadership Meetings

**Staff Member:** Bathsheda BABBLING

**Student:** Margaret ATWOOD

**Time:** Wednesday, May 8 2019 - 05:55 PM

**Interpreter:**

The timeslot and correlating staff member will show as green indicating you have a booking in place.

To delete the booking or change the timeslot, click the staff member from the Teacher list on the right. The details of the existing booking with that staff member will pop-up and can be deleted or changed.

**English**

**Cuthbert BINNS**  
Interview Welcome

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Booked on Wednesday 08/05 06:25 PM  
for Margaret ATWOOD

[\[Delete this booking\]](#)  
[\[Manage interpreter options\]](#)



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Click on another time at the left of  
screen to book at that time instead.

[\[Back\]](#)

To check your bookings, you can access your booking schedule at any point. To do so, go to the Conferences page (under the Community menu) and click into the Semester two cycle.

You can then click 'Print Preview' to view your booking schedule and print a copy if required.

Booking Time	Teacher Photo	Student and Parent Information	Interview Information
Wednesday 08/05 05:55 PM		<b>Student:</b> Margaret ATWOOD  <b>Parents:</b> Mr Murray ATKINS, Mrs Jacqui ATKINS	<b>Teacher:</b> Bathsheda BABBLING  Student Leadership Meetings  Location: Room 24
Wednesday 08/05 06:25 PM		<b>Student:</b> Margaret ATWOOD  <b>Parents:</b> Mr Murray ATKINS, Mrs Jacqui ATKINS	<b>Teacher:</b> Cuthbert BINNS  Teacher for English