ST KILDA PARK PRIMARY SCHOOL

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25th 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 (15th – 18th 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 <a href="https://skipps-

vic.compass.education/Communicate/KnowledgeBase/?article=Conferences.Booking%20Conferences%20on%20Mobile%20Devices

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

Yours Sincerely,

Neil Scott,

Principal

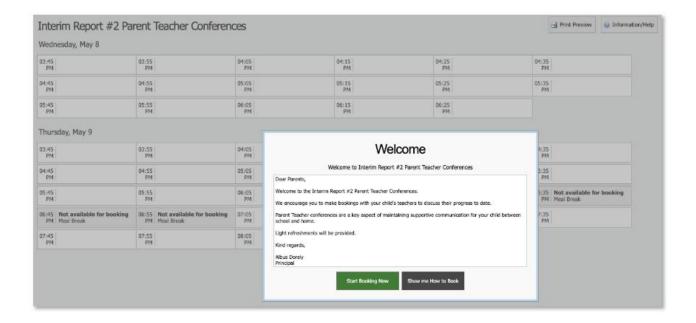
Booking a Parent Teacher Interview

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.

Parent Student Teacher Conference Semester Two Parent Teacher Interviews Click here for booking



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.

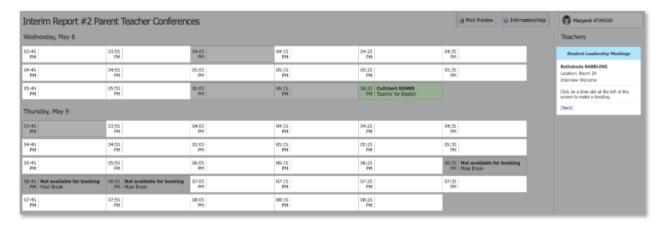


If you click 'Show me How to Book' this will take you to an instruction screen which you can proceed to be guided through or Skip.

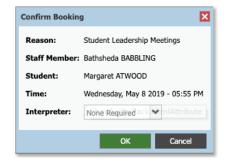
When proceeding to make a booking, you will see the child the booking screen is in relation to in the top right corner. If you have more than one child at the school, you will be able to select which child to make a booking for.



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.



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.



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.



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.

