

Friday 11 March 2022

Parent – Teacher - Student Interviews Wednesday 30 March 2022

Dear Parents/Guardians,

Parent – Teacher - Student interviews are to be held on **Wednesday 30 March 2022**. We encourage parents to avail themselves of this important opportunity to meet our teachers to discuss student progress. Students are not required to attend school on Wednesday 30 March 2022 but are encouraged to attend interviews with parents and teachers.

As interviews are onsite, all parents/guardians must meet the current Government COVID-19 Full Vaccination Requirements in order to make a booking and enter the school.

Upon arrival, prior to going to your first interview, parents/guardians must register at the COVID-19 vaccination check in located in the Library, to present your proof of vaccination. Once your vaccination certificate has been sighted, a pass will be issued, and you may proceed to your first interview. This pass will need to be presented to each teacher at the start of each interview. We recommend arriving 15 minutes prior to your first interview to complete this process.

Interview Times are:

Interviews 1.30pm – 4.45pm

Interviews 6.00pm – 8.30pm

The Parent - Teacher - Student Interview Booking System will be accessible from:

Year 12 Student Bookings - 12.00pm Friday 18 March until 4.00pm Tuesday 29 March 2022.

Year 7 to 11 Student Bookings – 10.00am Monday 21 March until 4.00pm Tuesday 29 March 2022.

****Please note that due to current guidelines, bookings are essential – there will be no opportunity for unscheduled interviews. We also ask that only parents and enrolled students attend. Please be aware that bookings fill quickly, and you may not get the opportunity to see all teachers during these sessions. However, you are able to readily contact teachers via the Compass system if you have any concerns or questions. If parents attend on the day without an appointment the teachers will not be able to see them. ****

Each booking is for 8 minutes, **5 minute interview time** and 3 minutes to allow you to make your way to the next appointment. It may be a good idea to book teachers concurrently in a similar location where possible to allow you to be on time to each appointment. Parents who wish to see teachers must make an appointment via Compass as this is the only means to making a confirmed appointment.

All access to interview rooms will be from external entries where possible. To promote physical distancing, there will not be a facility for waiting areas inside rooms or Open Areas. We highly recommend that parents attending interviews wear a mask.

Parents are reminded that Thursday 31 March is a normal school day for students. Students are required at school by 8.40am for the first bell at 8.45am.

Karen Boyle
Assistant Principal
Teaching and Learning

To Make a Booking for a Parent-Teacher-Student Interview

1. On the home screen, beside the student you wish to make bookings for, click 'Book Parent Student Teacher Conference'.
2. A list of parent-teacher conference cycles will be displayed along with their booking status. Click on the relevant cycle
3. Your booking sheet will be displayed and will show your available booking times.
4. Click on a time in the grid to display teachers available for booking at that time.
5. Once bookings are completed, print schedule to bring on the day. Teacher locations/room numbers will appear on the booking.
6. Please note that if a teacher is not appearing for bookings it means that they are fully booked or unavailable.
7. If you have any concerns, please contact the school on 9842 2244

For the online Compass user guide instructions, please go to

<https://www.compass.education/guide#section-09>