

Dear Parents and Carers,

Our Semester 1 Student Support Group (SSG) Meetings will be held on Tuesday 17 February, between 3:30 pm and 7:30 pm. Each appointment will be scheduled for 20 minutes.

This year, we will continue using Xuno for all SSG meeting bookings. Families will have the option to book an a face to face SSG meeting with your child/ren's classroom teacher.

Available appointment times will be visible through Xuno only. Once you have selected a time, your booking will be confirmed. Please note that a separate confirmation letter will no longer be sent.

If you would like to discuss your child's progress in any of our specialist subject areas or Vu (Jobs, Skills and Pathways Coordinator (for years 10-12 family only), please contact the school office to arrange an appointment.

If you require an interpreter, please specify the language required when booking your SSG meeting.

For onsite appointments between 3:30 pm and 4:30 pm, staff are able to supervise your child/ren at school during your meeting. If you would like your child/ren to remain at school and be supervised, please include this request in the comments section when making your booking.

We kindly ask that all families log into Xuno and book an SSG meeting time by **Wednesday 11th February 2026**.

Please find attached a "How To" guide to assist you with booking your SSG meeting through Xuno.

If you need any assistance with either accessing Xuno or booking an SSG meeting through Xuno, please contact the school office on 03 9366 4322.

We look forward to meeting with you soon.

Kind Regards,



Anthony Jackson
Principal

How to Book an SSG Meeting through Xuno

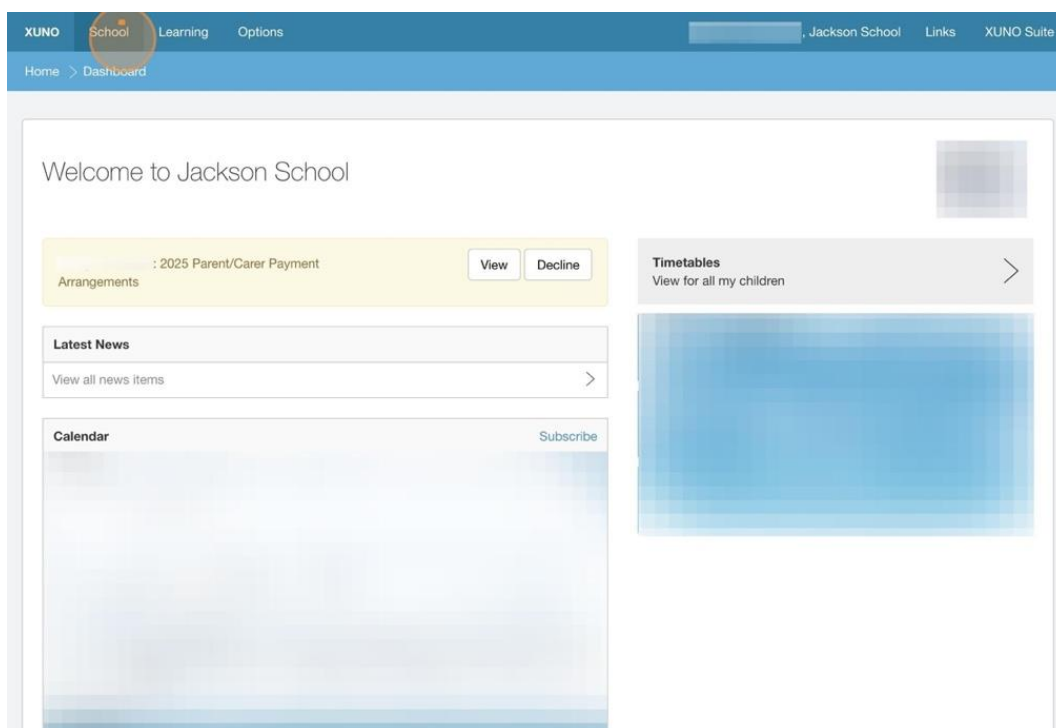
Xuno Website

- 1) Navigate to <https://jacksons.xuno.com.au>
- 2) Log In with your Xuno username and password

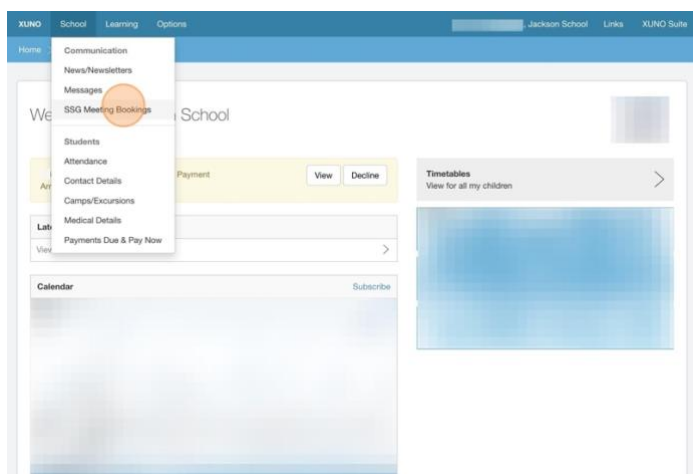


The image shows the login page for Jackson School on the Xuno platform. At the top is the Jackson School logo. Below it are two input fields: 'Username or email address...' and 'Password...'. Two red arrows point to these fields from the right. Below the fields is a blue 'Sign-in' button. Underneath the button are links for 'Forgot your password?' and 'Login Disclaimer'. Further down are two buttons for 'Sign-in with Microsoft' and 'Sign-in with Google'. At the bottom, it says 'Powered by XUNO'.

- 3) Click School



- 4) Click SSG Meeting Bookings



- 5) Choose your meeting time, indicate whether you need a translator and what language you need, and leave an optional comment. Once completed, click book.

1) Choose a time

2) If you require an interpreter, please tick the translator tick box and select your language from the language dropdown

3) If you would prefer a phone SSG meeting, type **"Phone Meeting"** in the comments box.

4) Click Book

If you would like your child to remain at school between 2:50 pm – 4:30 pm, type **I would like to have my child supervised at School** in the comments box

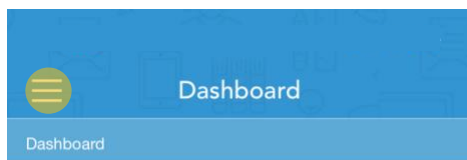
Once you have booked your SSG meeting time, your confirmed booking will be displayed.

Xuno Family App

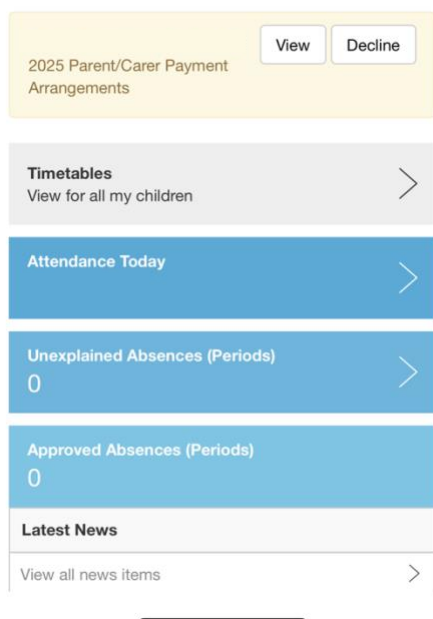
- 1) Open the Xuno Family App



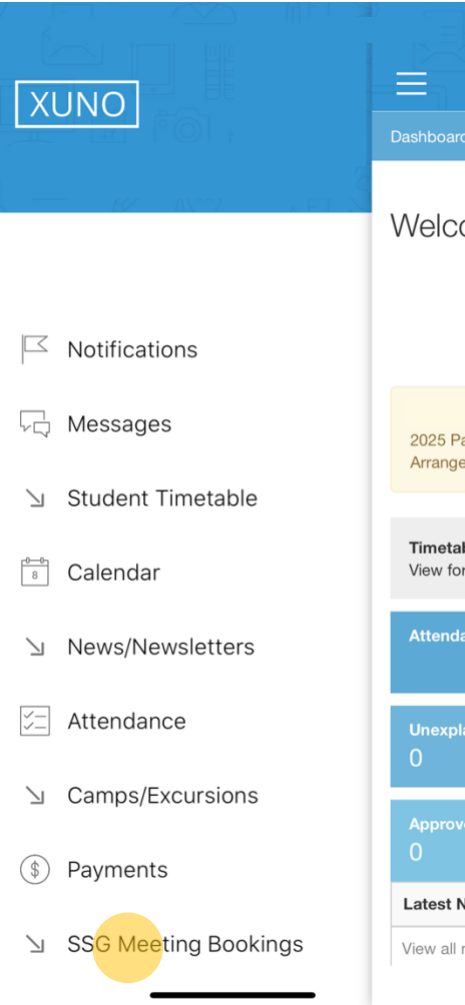
- 2) Tap the  button



Welcome to Jackson School



3) Tap SSG Meeting Bookings



- 4) Choose your meeting time, indicate whether you need a translator and what language you need, and leave an optional comment. Once completed, click book.

The screenshot shows a mobile app interface for 'SSG Meeting Bookings'. At the top is a blue header with a menu icon and the title 'SSG Meeting Bookings'. Below this is a light blue bar with the text 'SSG Meeting Bookings'. The main content area is white and contains a 'Make a Booking' section. This section has four fields: a 'Select a time' dropdown menu, a 'Translator' checkbox, a 'Select language' dropdown menu, and a 'Comments' text box. A yellow circular 'Book' button is positioned to the right of the 'Select language' field. Four red arrows point to these elements with corresponding instructions: 1) points to the 'Select a time' dropdown; 2) points to the 'Translator' checkbox; 3) points to the 'Comments' text box; 4) points to the 'Book' button.

1) Choose a time

2) If you require an interpreter, please tick the translator tick box and select your language from the language dropdown

3) If you would prefer a phone SSG meeting, type **"Phone Meeting"** in the comments box.

If you would like your child to remain at school between 2:50 pm – 4:30 pm, type **I would like to have my child supervised at School** in the comments box

4) Click Book

Once you have booked your SSG meeting time, your confirmed booking will be displayed.