

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,

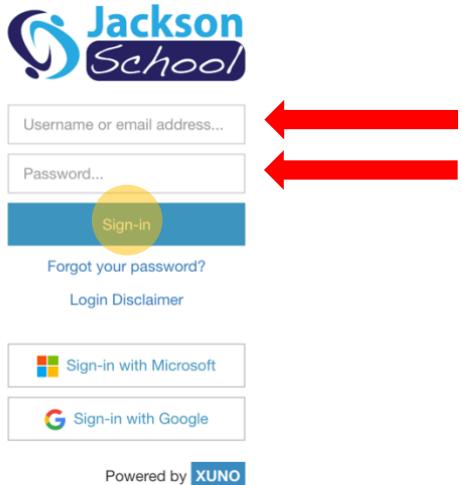


Anthony Jackson
Principal

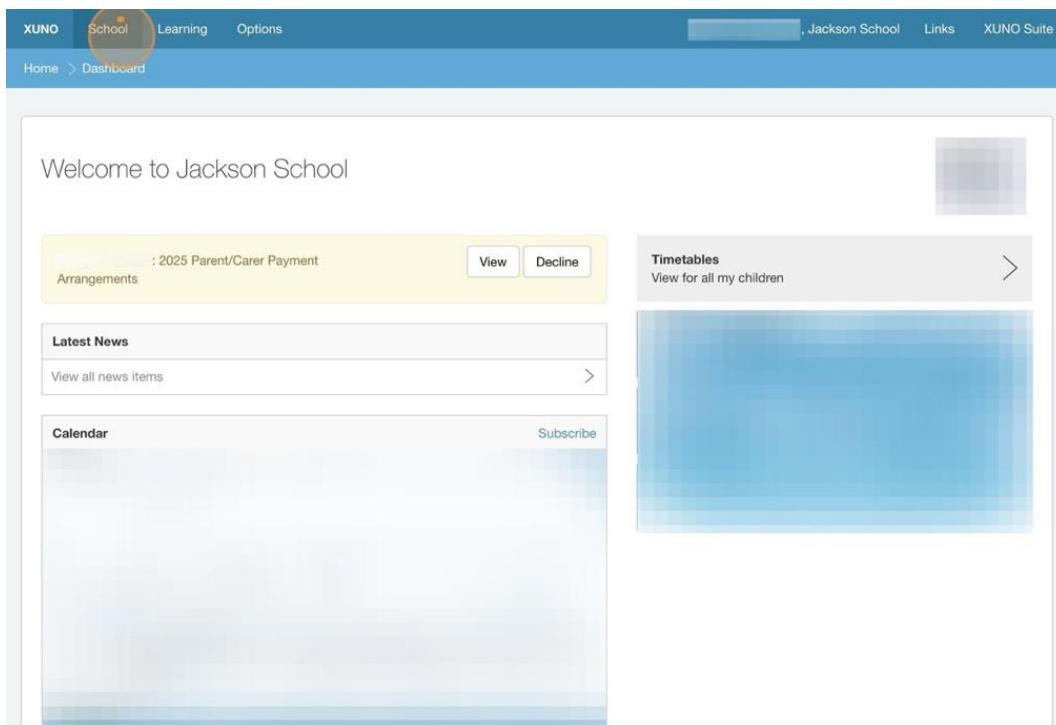
How to Book an SSG Meeting through Xuno

Xuno Website

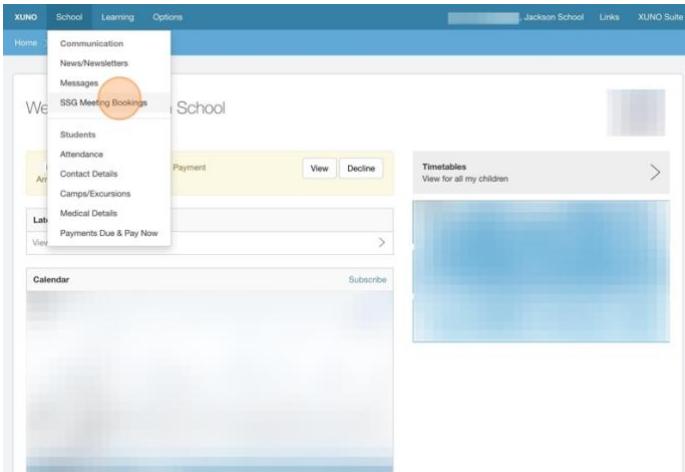
- 1) Navigate to <https://jacksons.xuno.com.au>
- 2) Log In with your Xuno username and password



- 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

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

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

Xuno Family App

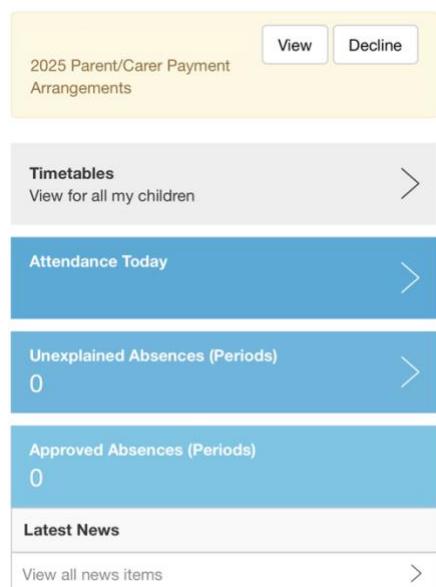
- 1) Open the Xuno Family App



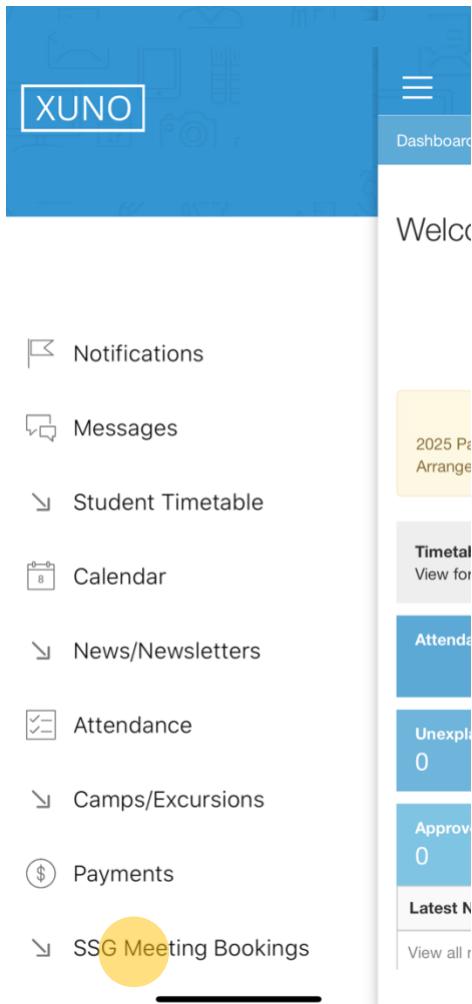
- 2) Tap the button



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 image shows the 'SSG Meeting Bookings' interface. At the top, there is a blue header with the text 'SSG Meeting Bookings'. Below this, a sidebar on the left has the text 'SSG Meeting Bookings' and a 'Make a Booking' section. The 'Make a Booking' section contains the following fields: 'Select a time' (dropdown menu), 'Translator: ', 'Select language' (dropdown menu), and 'Comments' (text input box). A large yellow button labeled 'Book' is centered below these fields. Red arrows and numbered steps are overlaid on the image to guide the user through the booking process:

- 1) Choose a time (points to the 'Select a time' dropdown)
- 2) If you require an interpreter, please tick the translator tick box and select your language from the language dropdown (points to the 'Translator' checkbox and 'Select language' dropdown)
- 3) If you would prefer a phone SSG meeting, type "Phone Meeting" in the comments box (points to the 'Comments' text input box)
- 4) Click Book (points to the yellow 'Book' button)

1) Choose a time

4) Click Book

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

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