



CHELTENHAM EAST PRIMARY SCHOOL

June 6th 2023

Dear Parents/Caregivers,

On **Tuesday 20 June**, we will conduct our Student, Parent/Caregiver and Teacher Conferences for Foundation to Year 6. **Please note that this will be a pupil-free day.** To best accommodate families, we will be offering a hybrid model of both **face-to-face and online conferences**. Please contact your child's teacher in Dojo if you would prefer to meet online, and they will send you a meeting link. If you are unable to meet with your child's teacher on this day, please contact the teacher via dojo to arrange an alternative time.

All students are invited to attend the three-way conferences, allowing for students to actively contribute to the conversation by reflecting on their Semester 1 achievements. Involving our students is a fundamental shift away from the one-way transference of information from teacher to parents/caregivers.

Three-way conferences are designed to achieve one or more of the following outcomes:

- to help students demonstrate evidence of their own learning
- allow students to engage in the process of reflection and self-evaluation
- to encourage students, parents, and teachers to engage in open and honest dialogue
- to encourage students to accept a shared responsibility for their learning

Please note if you wish to speak to the teachers about something confidential, without your child present, please send a dojo in advance to notify your teacher.

Bookings will be made available in the following timeslots:

11.30am – 1.00pm

1.30pm – 3.00pm

3.30 pm- 5.00pm (Last booking will be 4.50)

Conferences will be 10 minutes in duration.

All bookings this year will be made online via the Sentral Parent Portal (see instructions on the next page).

Please contact the office if you require support with this process.

Bookings will open on **Tuesday 6 June at 12.00pm**. Bookings can be made any time **until 4.00pm on Monday 19 June**, after which the platform will be closed.

Kind Regards,

Robert Ridgway

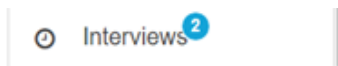
Booking interviews via the Sentral Parent Portal

These are the instructions for parents to use the **Parent Portal** for booking Interviews.

Go to the URL: <http://sentral.cheltenhameast.vic.edu.au/portal> or the SENTRAL APP on your mobile device

Log into the Student & Parent Portal.

Click on the Interview Icon



The screen will display the current interviews available to the parent for your child/ren.

Click on **Timeslots**

Available timeslots are noted in black and unavailable are greyed out. Click on the available timeslot and a message will appear confirming the booking

Click on **Save Bookings** for confirmation.

A list of your Interviews and timeslots will now display.

If you are experiencing any issues, please contact the office.