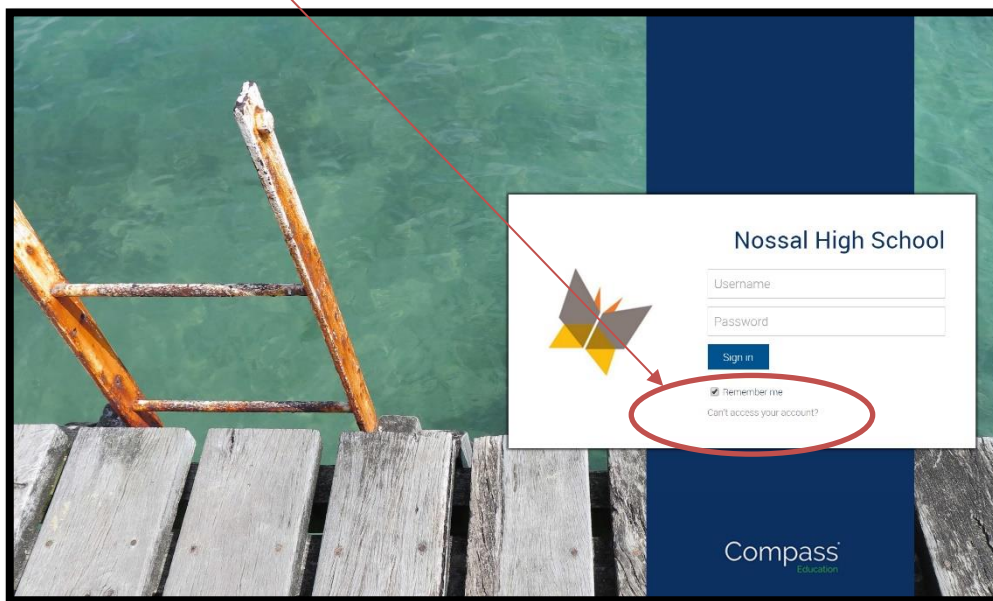


Dear Parents/Carers,

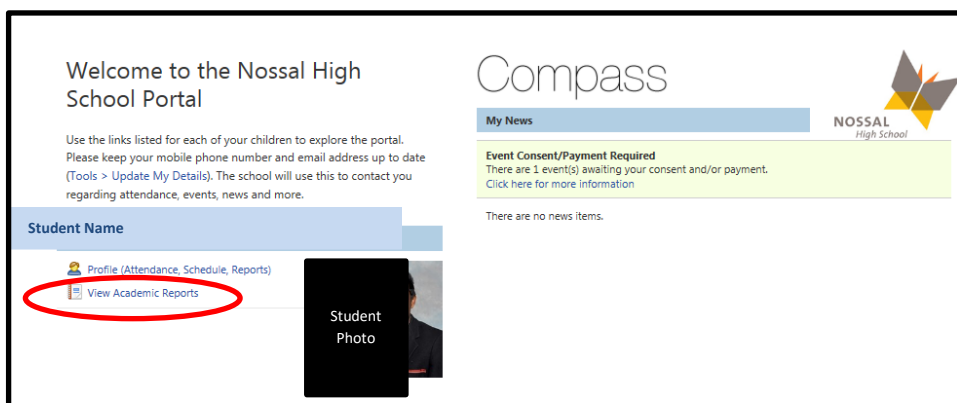
RE: Term 1 Reports & Parent-Student-Teacher Conferences

Student reports will be made available online from **Thursday 19 April 2018 at 4.00 pm** via Compass. Reports can be accessed using the following instructions:

1. Login to Compass: <https://nossalhs-vic.compass.education/login.aspx>
2. Using your parent login details (please do not give these to your child). If you do not know your login, please use the **'Can't access your account?'** link on the login page.



3. You will be taken to this screen (below). Click on the **View Academic Reports** tab shown here in the red circle.



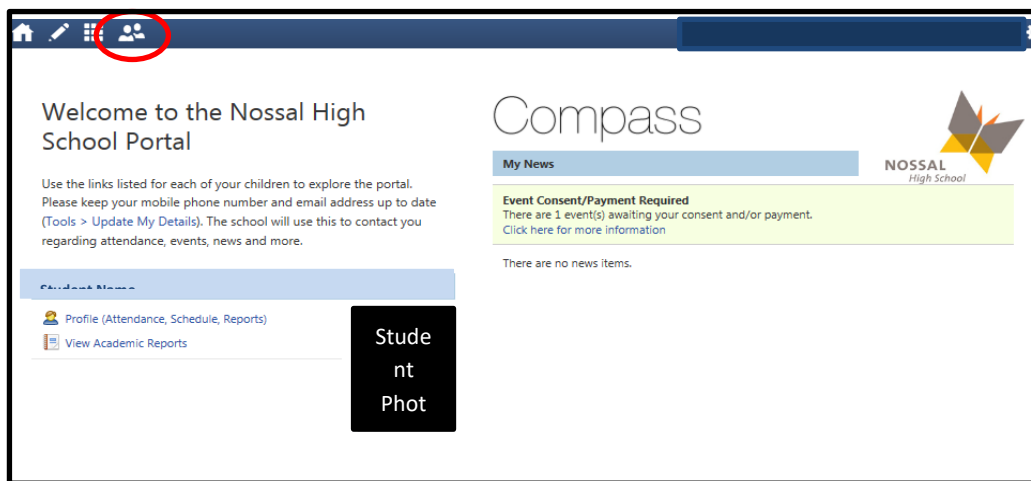
4. Click on the Term 1 2018 reports to open a PDF of your child(ren)'s report. Some students may have **INTERVIEW REQUIRED** on some of their subject reports. In these instances, the teacher believes that a three-way conversation with students and parents is required. We ask that all parents who receive a report with **INTERVIEW REQUIRED** make a booking for, at least, that subject. **All other PST Conferences are welcomed and optional.**

Once you have examined your child(ren)'s reports you can book your **Parent-Student-Teacher (PST) Conferences** which will be made available online from **Thursday 19 April 2018 at 4.00 pm via Compass**. Bookings close **Wednesday 25 April at 2.00pm**, however, given that this a public holiday parents are advised to make their bookings as soon as possible.

PST Conferences will be held on: Thursday 26 April 2018, 10am – 8.30pm

To book PST Conferences:

1. If you are not already logged in, login to Compass (as per previous instructions).
2. Go to the icon of 2 people (top LHS on Compass toolbar), circled in red in the image below.
3. Open this



4. From the drop-down box open **Parent-Student-Teacher Conferences**
5. Make a booking with the teachers you wish to see.

Please be aware that due to the high volume of parents accessing the booking system at any one time, there may be a delay in your ability to logon. If you intend accessing the booking system via your place of employment, please ensure you carry your login codes with you. Should you experience any difficulties logging on please retry several times before contacting the school office for assistance.

Should you be unable to book an interview with a particular teacher, or that teacher is unavailable, please send an email to Jane Petty on jane.petty@nossalhs.vic.edu.au indicating the name of the teacher(s) you wish to make contact with, and the best way of contacting you to achieve this (mobile phone, email, preferred times, etc). Jane will pass this information on to the teachers concerned and they will make contact with you within two weeks. If you do not hear from them by the end of this deadline, please email Jane so that this can be followed up.

PLEASE NOTE:

The following staff members will be unavailable at the following times:

- | | |
|-------------------|------------------|
| Rian Labrooy | - absent all day |
| Diane Latham | - absent all day |
| Ramesh Mahalingam | - absent all day |

Yours sincerely,

Ms Fiona Vanstan
Assistant Principal

Note: Parent login details are unique to you and provide you with ongoing **parent** access to **Compass**. **PLEASE DO NOT GIVE YOUR LOGIN DETAILS TO YOUR CHILD.**

Compass also gives you access to:

- see your child's daily schedule and attendance, and allows you to authorise their absences online
- provide consent and payment for excursions online
- access your child's Career Action Plan and comment on it in Terms 2 & 3.