

Friday 24 February 2023

Parent – Teacher - Student Interviews Wednesday 29 March 2023

Dear Parents/Guardians,

Parent – Teacher - Student interviews are to be held on **Wednesday 29 March 2023**. 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 29 March 2023 but are encouraged to attend interviews with parents and teachers.

All appointments are booked via Compass – Parent Portal ‘Book Parent Student Teacher Conference’.

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 17 March until 4.00pm Tuesday 28 March 2023.

Year 7 to 11 Student Bookings – 10.00am Monday 20 March until 4.00pm Tuesday 28 March 2023.

****Please note that 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.

Parents are reminded that Thursday 30 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>