



25th May 2018

Dear Parents/Carers,

Parent/Teacher/Student interviews for Years 7 to 10 students will be held on **Thursday 5th July, 2018 between 4.00pm and 8.30pm and on Friday 6th July, 2018 between 8:45am and 2:30pm**. To make an appointment, parents will need to use our Compass Parent Portal.

Our **Compass** portal now contains sessions on Parent/Teacher/Student Interviews (or Conferences). If you have not yet obtained your personal letter, please ensure you pick them up from the office between 8am and 4pm, as indicated by the letter sent home to you. You are unable to make appointments without your Parent portal log in instructions. Please read and follow the instructions for booking appointments that I have placed on the following pages. There are instructions for both a browser version (e.g. Google, Firefox, Safari etc.) and the app version. We look forward to hearing your feedback on this process as we try to streamline the event.

To make it easier for you on the evening, you may wish to make adjoining appointments with staff located in the same area;

- **Music Atrium – Religion, English, HSIE and VET**
- **IMC (Library) – Mathematics, Science, PDHPE, CaPA and TAS**

If circumstances arise that will prevent you from attending, please notify your daughter's Coordinator of Learning (Year) as early as possible via phone, letter or email.

You can adjust your selections once entered. Please ensure you finalise your bookings by 5:00pm Wednesday 4th July. If any teacher is unavailable on the night, it will be indicated on the booking sheet. Any teacher who is a late withdrawal will result in an email being sent to you notifying you of the change to your bookings.

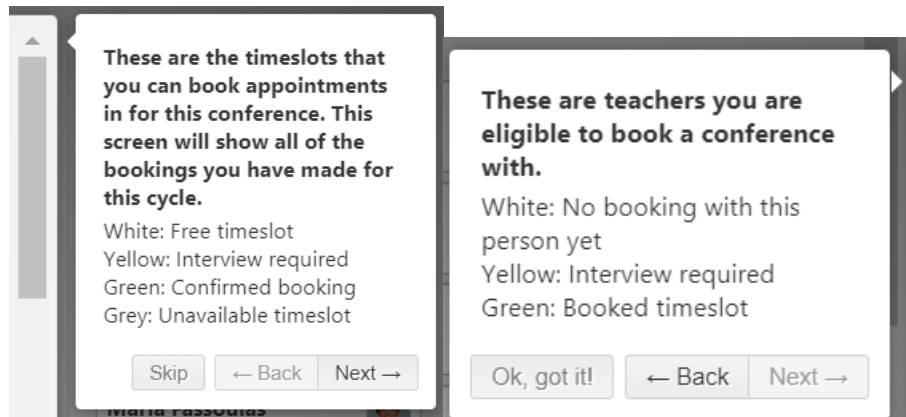
We look forward to seeing you to discuss your daughter's progress in 2018.

Yours sincerely

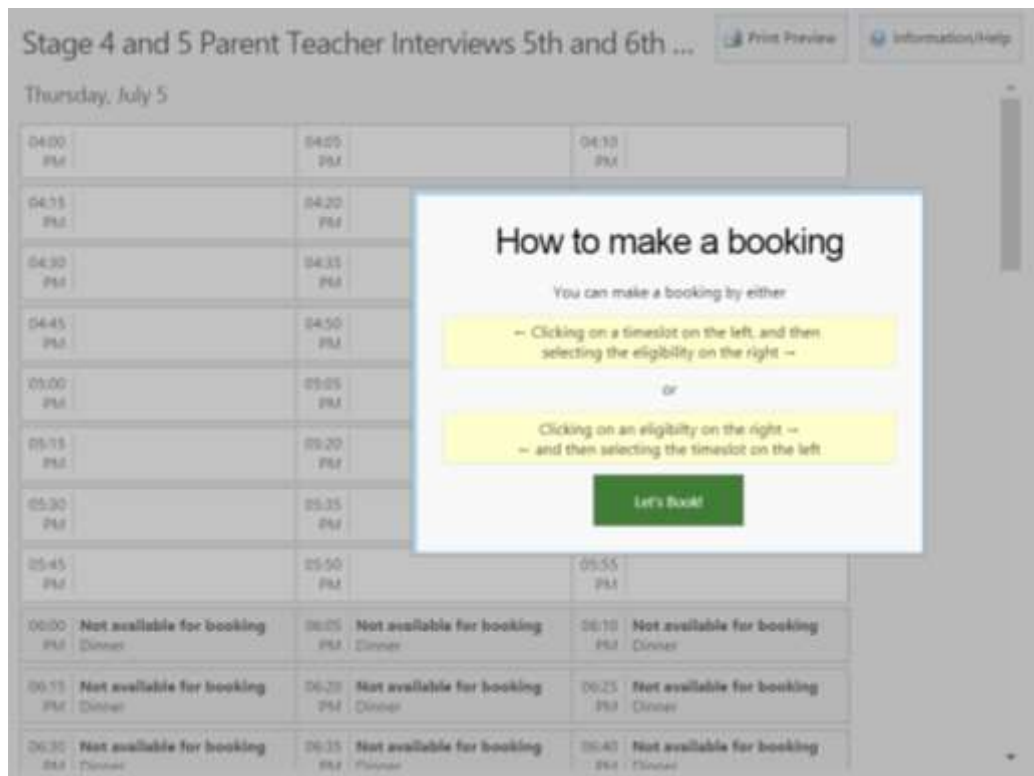
Miss Michelle Israel
Leader of Learning
Student Learning

Ms Gilda Pussich
Principal

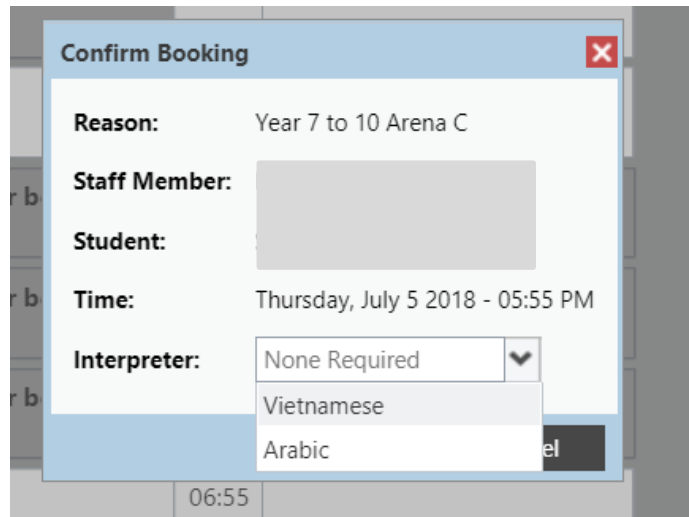
Helpful hints on the right



3. Go ahead and make the bookings...



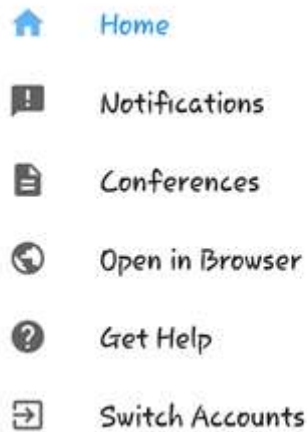
Once you click on a teacher and a time, the following confirmation screen appears, and you can even indicate whether an interpreter is required



OR

If you are using the app (from google play store or the app store)

1. Log in



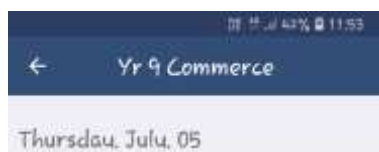
2. Select the relevant Interviews (heading will be Stage 6 if your daughter is in Year 11 or 12)



3. A list of teachers and subjects will appear

4. Select the Subject, then a time and confirm your booking. Repeat the steps until you have selected every teacher you need to

a)



b)



c)



Please let the school know if you need any further assistance