

Monday, 11 March 2024

Dear Parents/Carers

TERM ONE INTERIM REPORT - 2024

The *Term One Interim Report* for students in years 7 to 12 will be emailed to parents/carers on the last day of term one 28th March 2024. The *Report* together with other email information concerning your student(s) will be included. Please consider all information provided so that we may continue to provide for your students' educational needs.

The purpose is to connect the report with the parent-teacher night, facilitating discussions about your child's progress with both your child and their class teachers.

The first parent/teacher/student interviews for the year will be held on **Wednesday 17th April 2024 from 1:30pm - 7:30pm in the MPSC (Hall)**.

School will finish at 12:55pm on this day to allow for interviews to commence at 1:30pm.

Interviews will be fifteen (15) minutes and held in the MPSC where all staff will be located. Please note where students may have a teacher for two (2) or more subjects' only one booking per teacher can be made; however, conversation can be focused across all subjects.

To facilitate the booking of interviews we use an internet-based booking system called **Compass**. Using this system, you will be able to book interview times that best suit your needs.

You will need to register for Compass. All parents have received an email which provides an individual user name and temporary password to access the Compass portal. Please login to a computer to activate your account and complete parent teacher bookings.

We encourage you to seize this opportunity to meet with individual teachers and gain deeper insights into your child's progress by scheduling interviews at your convenience. Parents and caregivers are strongly urged to arrange meetings with teachers, regardless of whether such a request has been mentioned in the report.

We do understand that some parents/carers may not have access to the internet at home. If this is the case, you may contact the office to make individual bookings or alternately, council libraries provide free internet access. Every effort will be made to accommodate your requests; however, if an interview is unable to be made, I encourage you to contact that teacher by phone or email as soon as possible after interview day.

I look forward to seeing many parents/carers on **Wednesday 17th April 2024** as we work together to meet the individual needs of our young people.

Yours sincerely

Michelle Lyons
Principal

How to log in to Compass to make bookings for parent-teacher interviews:

The Compass app will be used for all Parent-Teacher Interview bookings.

Bookings will be available to Parents from Monday, 18th March 2024.

PT bookings will close 3:30pm on Tuesday, 16th of April 2024.

Using this system, you will be able to book the interview times that suit you best. Compass will walk you through the booking process but if you have any questions or issues, please don't hesitate to contact our school administration during office hours on 07 3869 7222.

Please note the following points:

- Bookings are made for individual parents/guardians, not for couples. However, couples can log on to the system simultaneously to coordinate bookings. If two parents/guardians wish to attend a single interview time slot, one parent/guardian should make the booking then both can attend.
- Parent Teacher Interviews are being held at the MPSC entry is through the Main Gate. Parking is available.
- You will only see time slots that are available at the time you are using the system. As time slots are booked for teachers, those time slots are no longer displayed as available. Compass prevents double-booking of teachers or parents/guardians.
- You can log in and change your bookings any time up to Tuesday, 16th of April 2024. All bookings close at 3:30pm on Tuesday, 16th of April 2024.

You can make bookings by clicking the 'Book Parent Teacher Interviews' button available next to your child's photo on their Compass homepage, or by clicking the Dashboard Alert at the top of their Newsfeed.

You will also have two options available – 'Start Booking Now', which allows you to immediately begin the booking process, or 'Show Me How to Book', which includes a walkthrough explaining how to book using Compass. We look forward to seeing you all there.

A guide to booking interviews is provided below.

Any enquiries, please email call the school office on 3869 7222

Overview – Booking through Compass On-Line

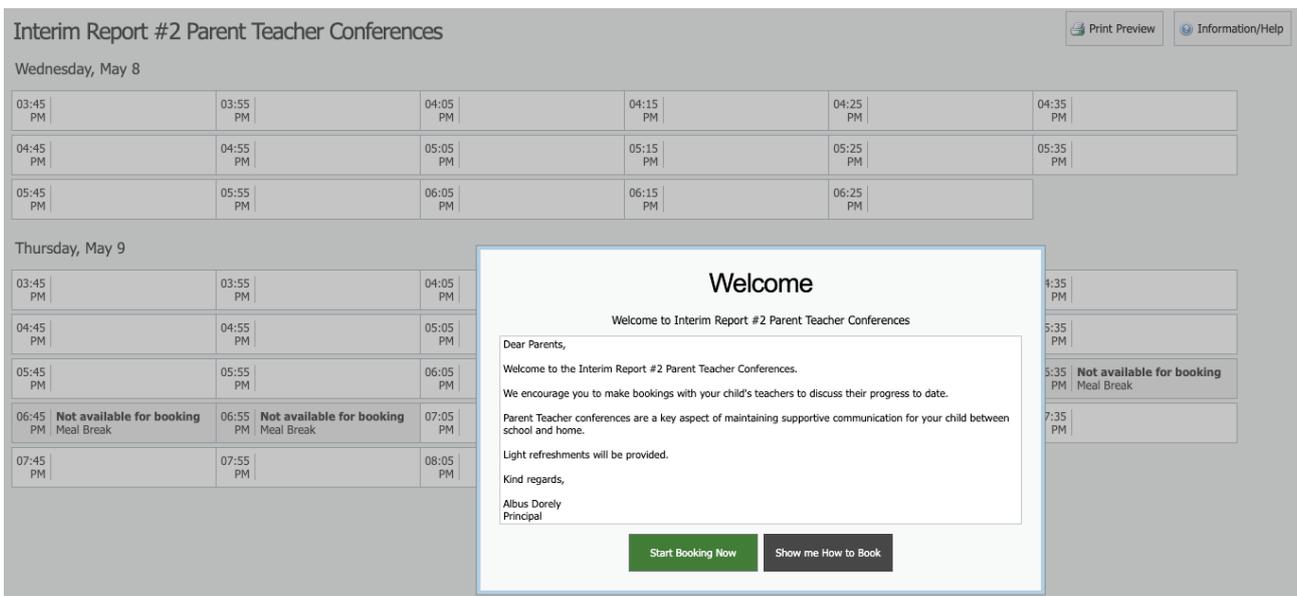
When parent teacher conferences are set as 'Open' parents of all students enrolled in the will have a notification on their Compass dashboard advising them that they have a conference cycle open to make bookings.

Example Only



Making a booking

The user can click the notification to proceed to make a booking. You will be taken into the booking conferences. Please select 'Start Booking Now' or 'Show me How to Book' to proceed'.



The screenshot shows a booking interface for "Interim Report #2 Parent Teacher Conferences". It features a grid of time slots for Wednesday, May 8 and Thursday, May 9. A modal window titled "Welcome" is open, displaying a message from Albus Dorely, Principal, and two buttons: "Start Booking Now" and "Show me How to Book".

Interim Report #2 Parent Teacher Conferences Print Preview Information/Help

Wednesday, May 8

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM	04:35 PM
04:45 PM	04:55 PM	05:05 PM	05:15 PM	05:25 PM	05:35 PM
05:45 PM	05:55 PM	06:05 PM	06:15 PM	06:25 PM	

Thursday, May 9

03:45 PM	03:55 PM	04:05 PM	04:15 PM	04:25 PM	04:35 PM
04:45 PM	04:55 PM	05:05 PM	05:15 PM	05:25 PM	05:35 PM
05:45 PM	05:55 PM	06:05 PM	06:15 PM	06:25 PM	06:35 PM
06:45 PM	06:55 PM	07:05 PM	07:15 PM	07:25 PM	07:35 PM
07:45 PM	07:55 PM	08:05 PM	08:15 PM	08:25 PM	08:35 PM

Welcome

Welcome to Interim Report #2 Parent Teacher Conferences

Dear Parents,

Welcome to the Interim Report #2 Parent Teacher Conferences.

We encourage you to make bookings with your child's teachers to discuss their progress to date.

Parent Teacher conferences are a key aspect of maintaining supportive communication for your child between school and home.

Light refreshments will be provided.

Kind regards,

Albus Dorely
Principal

[Start Booking Now](#) [Show me How to Book](#)

04:35 PM
05:35 PM
06:35 PM **Not available for booking**
Meal Break
07:35 PM

Please note the following points:

- If you encounter any problems using Compass, please contact the school office by phone on 3869 7222. If bookings need to be made through the school office you will need to supply your student's name, the subject and teacher(s) you would like to see.

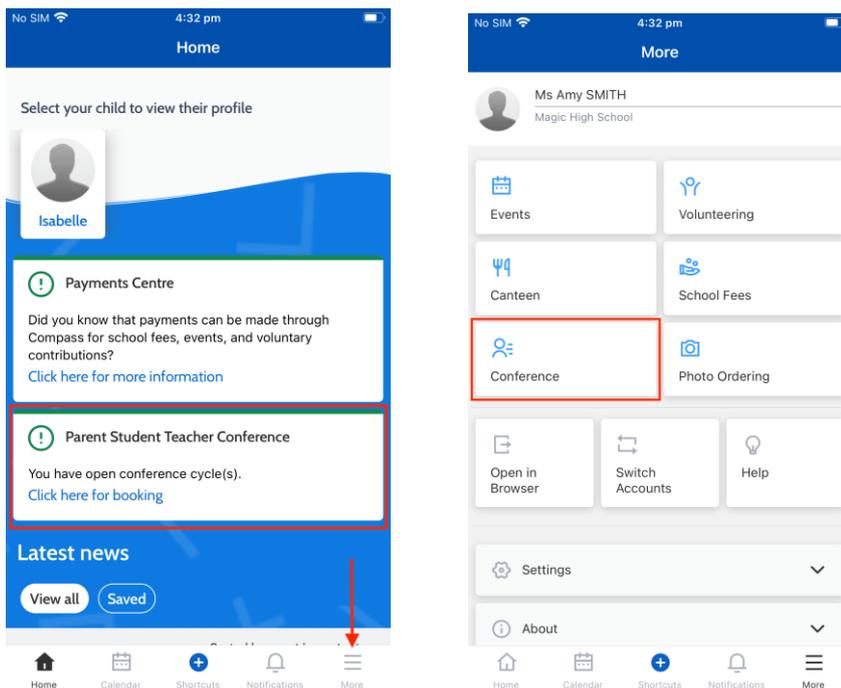
Any feedback you may wish to provide about the use of this on-line booking system is most welcome.

Booking Conferences on Mobile Devices

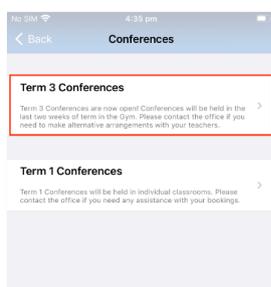
iOS / Apple Devices

In order to book in with the teachers at your student's school for Conferences using the Compass app on an iOS / Apple device you will first need to login using your parent login credentials.

From the 'Home' page you may see a Dashboard notification letting you know that Conferences are open for booking. Select 'Click here for booking' to be taken to the main Conferences page. You can also access Conference booking by clicking the 'More' menu in the navigation bar along the bottom of the screen, and then selecting 'Conferences' from the menu tiles.



This will take you to the main Conferences page, where you can see all Conference cycles made available to you for booking. To start the booking process, click on the conference cycle you'd like to book for.



Once you've selected a cycle you will first be shown a popup which contains information from the school about the conference cycle. Read the message and click 'Okay' at the bottom to continue.

If you have multiple students who have been included in the conference cycle you will need to select which student to book for first. This is shown in the image below on the right. Select one of your students to proceed with booking. If you have only one student involved in the conference cycle you will not see this screen