



14 June 2022

**Years 7 - 12
Parent/Carer/Teacher/Student Interviews**

Thursday 30 June - Session 1 : 3.30pm-7.00pm - Zoom Interview
Friday 1 July - Session 2 : 8.00am-12.00pm - Face to Face Interview
Friday 1 July – Session 3 : 12.30pm-2.15pm - Zoom Interview

Dear Parents/Carers and Students,

Parent/Carer/Teacher/Student interviews will be conducted on Thursday 30 June and Friday 1 July via a combination of Zoom and Face to Face Interviews based on the feedback we received from our Parent/Carer Communication Survey. The purpose of the interview is to provide feedback from both the teacher and student to the parent/carer about the learning process in that course of study.

Please note the following points related to organisation for these interview sessions:

- Year 11 and 12 Semester 1 reports were issued earlier this term and Year 7–10 Reports will be issued prior to the interviews
- Where possible, **students are expected to be in attendance at the interviews with their parents/carers.**
- Please use student devices to log in to zoom as their devices are all equipped with zoom capabilities and, you will not be required to use a password
- The interviews will be limited to **7 minutes.**
- Parents/Carers and students are asked to be punctual for all interview times. The zoom meeting links will be sent out to parents/carers 1-2 days before the interviews and if a password is required it will be listed next to the teachers name.
- It is the responsibility of each family to access the online booking site via Compass to arrange specific interview times. See details below or the College Website.
- It is recommended that parents/carers have with them student reports, assessment tasks, student work items or any other relevant communication they have received about the progress of their son/daughter as this will assist in communication.
- If parents/carers are not available to be part of the meetings on the day but would still like to speak to a particular teacher, they should contact them at the school by phone (9208-7200) and leave a message for the teacher who will get back to them as soon as possible.

Please note: There will be no classes on Friday 1 July. Supervision will be available at the Schofields Library between 8:00am and 2:15pm. If you wish to send your child to school please advise the college in writing via email to jthomas4@parra.catholic.edu.au by Wednesday 29 June 2022.

Thanking you for your continued support.

Angela Hay
Principal Leader



ZOOM INSTRUCTIONS YEARS 7-12 PARENT/CARER/TEACHER/STUDENT INTERVIEWS

1. Check your bookings in Compass.
2. Use student devices to log into zoom as their devices are all equipped with zoom capabilities and you will not be required to use a password
3. You will be placed in a 'Waiting Room' until the teacher admits you into the meeting.
4. Unmute yourself and turn the video on when you enter the meeting.
5. Meetings will be a **maximum of 7 minutes** in duration. Meetings start **every 10 minutes** to allow you time to connect with the next teacher booking via Zoom.
6. Repeat Step 2 for your meeting with the next teacher.

ADVICE FOR PARENTS/CARERS/STUDENTS

The following advice will help ensure a successful Zoom Meeting for all participants.

- Login to zoom using the student device
- Students to ensure that their device is well charged.
- At the allocated time, please ensure that you and your child are in a quiet area with no background noise and are ready for the meeting.
- As a general guide, there would be one person speaking at a time.
- Lighting – ensure that lighting is sufficient and you are easily visible.
- Ensure that all in the conference are visible in the picture.
- Remember that when on-camera, other activities such as eating, drinking, shuffling papers, etc can be distracting.
- Please don't have other applications open - Before you begin a zoom meeting, try to ensure that you are not distracted by other applications
- When you log into zoom, you should automatically go into the 'waiting room'. The message will tell you that the host will admit you into the meeting. The StJPII staff member, at the allocated time, will accept you into the meeting. Again, some interviews go longer than expected. If you're not admitted into the meeting on time, this would mean that the previous interview went a little over time – they will admit you as soon as they can.
- Please ensure that you are in a quiet space for the meeting with strong internet access

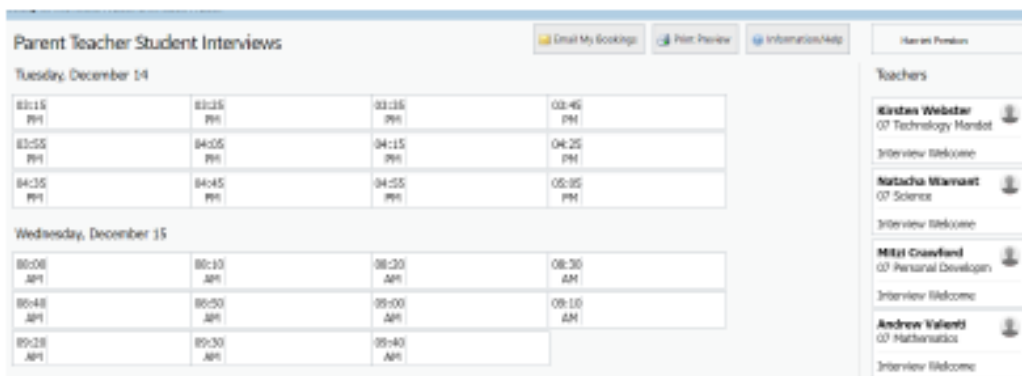
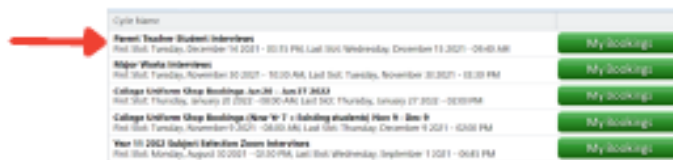
If you are experiencing any difficulties with technology, or there are other problems and your interview is affected or doesn't go ahead, please contact the affected teacher on the following day and they will be able to rearrange a meeting for a later date that suits all parties.

COMPASS BOOKING PARENT/CARER/TEACHER/STUDENT ONLINE ZOOM INTERVIEWS



DESKTOP INSTRUCTIONS

- 1 On the home screen, beside the student you wish to make bookings for, click 'Book Parent Teacher Student Conference'.
- 2 Select 'My Bookings' next to Parent Teacher Student Interviews.
- 3 Your booking sheet will be displayed and will show your available booking times. Click on a time in the grid to display teachers available for booking at that time.



MOBILE INSTRUCTIONS

- 1 From the Compass home screen on your app, select the menu (top left) and click Conferences
- 2 From the list of parent-teacher conference cycles:
 - Select the cycle
 - Select the student name
 - Select the teacher name
 - Click on a time slot
 - Select booking time and confirm



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