

Sunbury West Primary School



Dear Parents

At the beginning of every year we have a 10 minute interview to enable parents and teachers the opportunity to meet and share important information concerning your child.

Parent/Teacher interviews this term will be conducted on the following days:

Monday **12th February 3.50pm - 5:00pm**

Tuesday **13th February 3.50pm - 5:00pm**

Wednesday **14th February 3.50pm - 7:00pm**

You can now book school interviews for the times that suit **YOU**.

Log on to **Compass** and follow these simple instructions.

Please note that if you are booking to see a specialist only book one interview time per family.

Bookings open 4pm Friday 2nd February and close 4pm on Friday 9th February

Parent-Teacher Conferences

Using Compass you can book your parent-teacher conferences online.

1

On the home screen, beside the student you wish to make bookings for, click 'Book Parent Teacher Interviews'.



2

A list of parent-teacher interview cycles will be displayed along with their booking status. Click on the relevant cycle.

Conference Bookings		
Please select the event to manage your bookings.		
Available events		
Event	Student	Status
Parent/Student/Teacher Conferences May 1	Harry Potter	Read-Only
Parent/Student/Teacher Conferences Aug 6	Harry Potter	Open for booking

3

Your booking sheet will be displayed and will show all available booking times. Click on a time in the grid to display teachers available for booking at the selected time.

3-way Conferences : Harry POTTER (SMI0036)				
My Bookings				
Teacher Name	Eligibility	Location	Time Slots	Status
David BISHOP	Math-Methods Unit 1		Clear	Free
Lugh GRIMMAN	Stady A		27/05/2016 - 09:00 AM	Free
Mirena MCCONNELL	History Resolutions		27/05/2016 - 09:15 AM	Free
Saraiva SHAFI	Physio Unit 3, Psychology Unit 3		27/05/2016 - 09:30 AM	Free
Saraiva SHAFI	Physio Unit 3, Psychology Unit 3		27/05/2016 - 09:45 AM	Free
Saraiva SHAFI	Physio Unit 3, Psychology Unit 3		27/05/2016 - 10:00 AM	Free
Saraiva SHAFI	Physio Unit 3, Psychology Unit 3		27/05/2016 - 10:15 AM	Free
Saraiva SHAFI	Physio Unit 3, Psychology Unit 3		27/05/2016 - 10:30 AM	Free
Saraiva SHAFI	Physio Unit 3, Psychology Unit 3		27/05/2016 - 10:45 AM	Free
Saraiva SHAFI	Physio Unit 3, Psychology Unit 3		27/05/2016 - 11:00 AM	Free

Note: You can view a teacher's availability by clicking on the teacher's name at the bottom of the booking page.

For parents that don't have internet access or have not activated their Compass account please contact the school office on 9740 8666.

If there are no suitable times available on the schedule for a specific teacher, parents will need to contact the classroom teacher directly to arrange an alternative interview time outside of the allocated schedule.