Dear Parents,

On **Wednesday 8th March** we will be running our “Getting to Know You” Parent-teacher Interview Day for parents with children in years Prep to 12.

This is a “Getting to Know You” style interview. The interview will enable you and your child’s teacher to talk about the routines and expectations of the new school year.

Teachers will be available in the **Timboon & District Hall** for interviews between 8:50 am and 3:30 pm. Ten minutes will be allowed for each interview. If necessary a longer interview can be organized for another time. A lunch break will occur at 12:30-1:30. If you are unable to attend on the day you can always contact the teacher to arrange another opportunity.

This year we are asking parents to make their own booking time using Compass. Parents will need to log onto compass. *(if unsure of log on please contact office staff)*

From the home page you can use the link in the ‘My news’ section on the right directly

![Compass](image)

**(this is the easiest way)**

*or*

Go to the “community” tab in the blue tool bar at the top of the page.

![Compass Tool Bar](image)

Select **Parent/Student/Teacher conferences**. Now click ‘P-12  Parent Teacher Interview’

![Compass Conference Bookings](image)

Interview times and your child’s teachers will be displayed.

In the ‘My bookings’ click on the time you want to see a teacher.
Use the drop down arrow to select the teacher you would like to see at that time.

(If the teacher is not available at that time their name will not appear.) Click on the teacher and press ‘update’—this saves your time.

If you wanted to check on teacher availability simply click on their name in the ‘Available staff box’ lower down on the page.

Once you have booked times you are able to print out all your bookings. Select ‘view my bookings’ then from the right hand side of the screen by selecting ‘Print bookings’.

For P-6 students you need to make time for individual students just with their one teacher.

For secondary students you will need to book for individual subject classes.

It is possible to use the phone app for this process but we would recommend you take the ‘Open in browser’ option once logged in.