Parent/Student/Teacher Interviews
Semester 2, 2015

4th September 2015

Dear Parents,

Parent/Student/Teacher Interviews will be held Thursday 17th September, 4pm – 7:30pm. Students will be required to attend a normal school day and then attend with their parents for the interviews. Interviews will commence at 4pm in C Block. To ensure that parents obtain a good overview of and to spread the teacher availability it is recommended that, as a minimum, parents see the following teachers;

- English/Humanities/Language - any two
- Arts/PE - either
- Maths/Science/Home Group Tutor - any two

Interviews will be booked online through the Compass portal as we did in semester 1. Instructions on how to make appointments are attached. Parents will have a complete list of their child’s teachers and their available times so that appointments can be made directly all in one place at the one time. The Compass appointment system will be available to Parents from 7pm Wednesday 9th September.

Interviews will run for 5 minutes each. We ask that where possible you leave time in between each appointment to allow for transit between rooms. We also ask that Parents print off or write down their appointment times before attending the day of interviews. Staff will have a scheduled half hour dinner break during the evening; A-K 5:30pm – 6pm or L-Z 6pm – 6:30pm.

On your arrival we ask you to register at a desk in the entrance foyer of the C Block building so that we can monitor the attendance rate of students and parents. You will be provided with a map showing the location of teachers and a name sticker.

If you have misplaced your log-in details for Compass, please contact the General Office on 9758 5022. If you have any further questions regarding the booking system, please contact Jennifer Oliver on 9758 5022.

Harvey Wood
Principal

Jennifer Oliver
Director of e-Learning
1. Open Internet Explorer and go to http://fairhills.vic.jdlf.com.au
2. Enter your Username and Password to Log in.

3. Click on ‘Book Parent/Student/Teacher Interviews’ under your child’s name, on the left of the screen.

4. The Conference bookings window opens. Click on the link ‘Semester 2 Parent Teacher Interviews 2015’ to make your bookings.

5. The list of the student’s subjects and their teachers is displayed in the lower section of the window under ‘Available staff’. This section includes the teacher’s role (eg. Level coordinator) and their location for the interviews.

Clicking on a staff members name from the ‘Available Staff’ section (shown on the right) displays all available appointment times for that staff member.
6. To make an appointment, click on the date and time. Available appointments are shown in green.

A drop-down list of available staff for that time will appear.

Select the staff member you wish to book.

Click ‘update’ to save the booking.

7. Confirmed appointments are shown in pink

To change/cancel an appointment booking

Click on the date/time. From the drop-down list select ‘No Booking’. Click ‘Update’. This time will now show as ‘available’ and green.

Once you have made your appointments, please print them off by clicking ‘print bookings’ on the right side of the screen.