

14th March, 2018

PARENT-TEACHER INTERVIEWS, THURSDAY 19TH APRIL, 2018

Dear Parents and Carers,

Kurunjang Secondary College will hold Parent-Teacher Interviews in Term 2 on **Thursday 19th April**. Interviews will begin at **12.30pm** and conclude at **7.30pm**.

Parent-Teacher Interviews take place in the first week of Term 2 to facilitate discussion with teachers to implement shared goals and strategies so that your child has a plan for success for the remainder of Semester 1.

Interviews are allocated in a 10 minutes block for each staff member. If you require a longer interview time please contact the staff member in advance to directly organise this as there will not be time to make extensions on the day.

Please also note that there is a scheduled break for all staff during the evening.

Parent Teacher Interviews can be booked through the Parent Portal in Compass and there are two ways that interview times can be booked:

1. Connecting to the student/parent portal and booking a time yourself. The Compass portal can be reached at <https://kurunjangsc-vic.compass.education>
2. Organising your child to speak to their class teacher and asking them to book a time.

If you need instructions on how to use the portal to book the parent teacher interview times you can head to the school website <http://www.kurunjangsc.vic.edu.au/parent-teacher-interviews/>.

If you are unable to book your own interview times online, we suggest that you send a list of preferred times with your child to school as soon as possible so as not to miss out, and ask them to book suitable times with their teachers.

If you have any questions about Parent-Teacher Interviews feel free to call the school on **9743 9211**.

Yours sincerely

Mr. Shane Cole
Assistant Principal