



MARIST COLLEGE NORTH SHORE

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www.maristcollege.com

2 December 2020

Dear Year 7-11 Parents & Guardians,

The Year 7-11 Parent/Teacher interviews will take place on **Friday 11 December, 8.45am to 12pm.**

The College will be offering Zoom meetings as took place for the Semester 1 Interviews. Parents will be asked to make a booking through the **Compass Parent Portal - 'Conferences' Module** should they wish to have a Zoom interview with their son's teachers. You will need to either download the Compass app or access the Compass website to do this - Instructions are on page 2 of this letter.

Important details regarding Zoom interviews:

- The interviews will be via Zoom.
- Interviews are **not** mandatory.
- Zoom interviews are limited to 5 minutes. Parents should wait in the Zoom *waiting room* until admitted.
- Families do not need to be in the space to enter the zoom interview. If parents are at work and wish their son to join from home this is fine. Everyone is just asked to be on time as teachers must adhere to their schedule.
- Do not book back to back interviews. Try to leave at least one slot between each of your interviews so you have time to click in and out of each Zoom.
- Zoom links for teachers can be found [here](#). Your son also has the Zoom links for each of his teachers from his remote learning timetable. The information sheet is below to help you prepare for your Zoom interviews.
- A reminder: Parents should be waiting in the Zoom waiting room at their allotted time for the teacher to admit them. The teacher cannot admit you if you are late, as they will have other interviews to take. For this reason, if you have concerns you wish to discuss with one of your son's teachers that will take longer than 5 mins, please arrange a telephone conversation at another time so the matter can be given the time required.

Bookings will open on Friday 4 December at 8:00am and will close at 12.00pm on Thursday 10 December 2020.

If there are any further issues with bookings, please contact the College.

Yours sincerely,

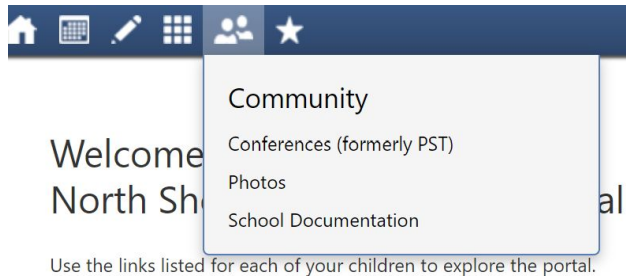
Luke Hill
Curriculum Coordinator

Brigid Taylor
Acting Principal

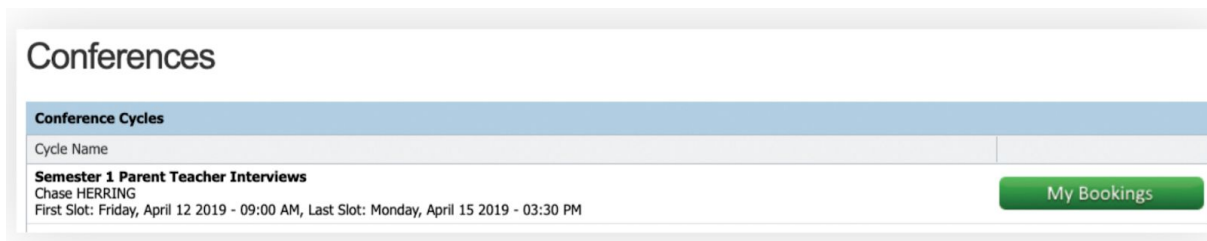


Parent Teacher Interviews Booking Instructions for Compass

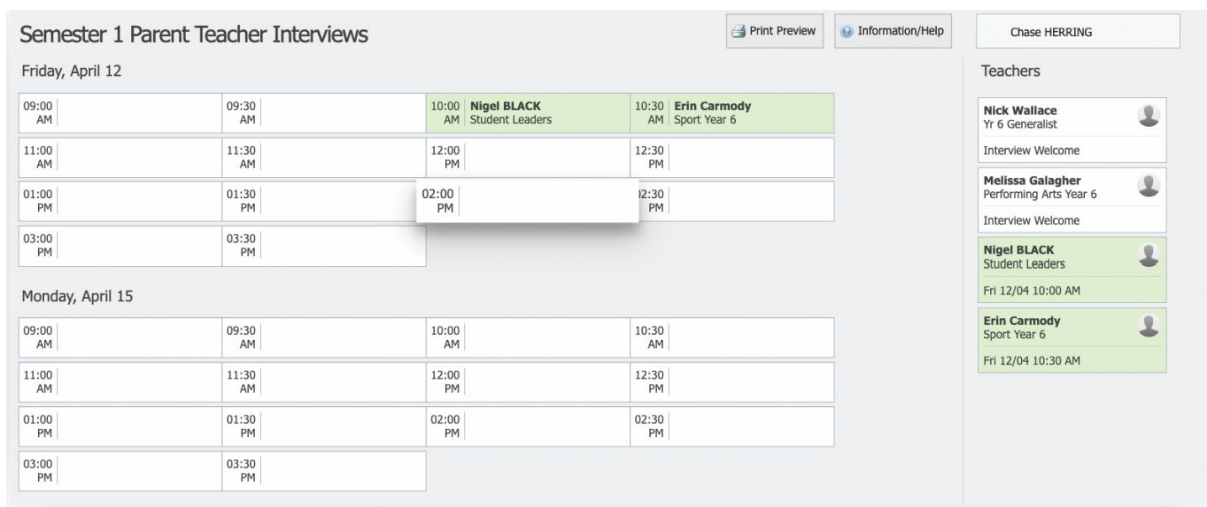
1. On the home screen, beside the student you wish to make bookings for, click 'Conferences'



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



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.



Advice:

- Try not to book back to back interviews, leave at least 5 mins between each interview you make.
- Have all Zoom codes ready to click on - keep this note somewhere so you can access the links.



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On the day: Zoom Parent Teacher Interviews - Being prepared

Zoom Parent/Teacher interviews will inevitably be different to any parent/teacher interview you have experienced before. The College hopes that these types of interviews will actually help with the process and ensure everyone runs on time. For this to occur, we request that all parents follow the instructions below.

1. Have Zoom downloaded on your computer or use your son's Zoom account.
2. If using your own Zoom account, please use your son's name as your identifier.
3. If using your son's Zoom account, please ensure he has his name as his identifier, he should not be using pictures or other nicknames.
4. Have your interview schedule with you and the links to each teacher's Zoom account ready to be clicked - see above for links.
5. At your scheduled time, click on the teacher's link and wait in the *waiting room* until the teacher admits you. **Please be mindful that teachers cannot run over in this process, so all interviews are strictly 5 mins.**
6. The teacher cannot admit you if you are late, as they will have other interviews to take. For this reason, if you have concerns you wish to discuss with one of your son's teachers that will take longer than 5 mins, please arrange a telephone conversation at another time so the matter can be given the time required.

Preparation for the Zoom Interview

1. Come to the interview prepared - Talk with your son prior to the interviews using the Dare to Be principles for reference:
 - *Challenge* - having high but realistic learning expectations
 - *Relational* - being positive with others, learning through relationships
 - *Engaged* - persevering in each lesson, realising connections between lessons and concepts
 - *Deep Thinkers* - considering different points of view and perspectives
2. Don't focus on grades, focus on growth. What does your son need to do to grow in his understanding in each subject from Semester One. Ask the teacher for strategies your son can utilise to challenge himself in Semester Two.



Frequently Asked Questions (FAQs)

How long are Zoom interviews?

5 minutes only. This will be strictly adhered to so we ensure parents are not kept waiting in the Zoom *waiting room*.

Where do I find the teacher's Zoom Link?

Your son has a virtual timetable with all of his teachers' Zoom links. Alternatively, a list of all teachers' Zoom links can be found [here](#).

What to do if I am running late?

If you are running late you will forfeit your interview time, teachers will only admit parents at their allotted time. We ask that parents be mindful that teachers have over a hundred interviews on Parent/Teacher Interview days and they must keep to the times allotted. You will need to contact the teacher via email to arrange another suitable time.

What to do if I miss my interview?

If you miss your interview, you will need to contact the teacher via email to arrange another suitable time.

What if I require more than 5 minutes to discuss concerns regarding my son?

If you know that you will require more time to discuss concerns with your son in a subject it is best not to make an interview through this process but to email the teacher and arrange for a time to discuss the concern in greater depth.