

Dear Parents and Guardians,

We will be holding our “Working Together” Parent Teacher Meetings on Wednesday 8 March from 3.30pm until 7.00pm. This year we are providing multiple options for parents and students.

- We will be having our usual parent teacher interviews where you can meet with each of your child’s teachers to discuss their progress in each subject. Bookings for these interviews are via the Compass App and instructions on how to book are attached. These interviews will be located in GD Block, the double story building at the rear of the school.
- We will also be running Junior (Year 7, 8 and 9) and Senior (Year 10, 11 and 12) information sessions throughout the night. These sessions will run multiple times so you are able to attend both individual interviews and the 30-minute information sessions if you would like.
- We are also be running an informal Meet and Greet from 5.30 – 6.00pm. During this time, we will host an afternoon tea with some nibbles, tea and coffee. It will be a great opportunity to talk informally with a variety of teachers and staff. The Meet and Greet will be held in the “Map of the World” area in front of GD Block.
- We will also have some of our support team on hand, including our school Guidance Officers and Youth Support Coordinator. These support staff are happy to meet with you to discuss career pathways, support opportunities, work experience and school-based apprenticeships and traineeships. They will all be based in the Resource Centre.

Junior and Senior Information Sessions – Located in the School Resource Centre

Time	Session	Host
3.30 – 4.00pm	Senior School and Future Pathways	Ben Austin
4.15 – 4.45pm	How to be Successful in the Junior Years	Kelly Dorries
5.00 – 5.30pm	Senior School and Future Pathways	Ben Austin
5.30 – 6.00pm	Meet and Greet	
6.00 – 6.30pm	Senior School and Future Pathways	Ben Austin
6.30 – 7.00pm	How to be Successful in the Junior Years	Kelly Dorries

Junior Session	Senior Session
<ul style="list-style-type: none"> • Student wellbeing is always a priority; meet the team that will support your child during the highs and lows of their secondary journey (Heads of Year, HOSES, Year Level Managers, Guidance Officers and Deputy Principals). • As the 2022 Curriculum State Showcase Awardees, come and hear what we are doing to ensure your child has the best start to their future. • Find out about some of the extra-curricular opportunities available this year at USHS (including Year 7 camp). • Wrapping support around students in times of need is an extra special focus this year. Come and learn about, the new programs we have on offer, the benefits of therapeutic animals and how your child can access these. ‘Ted and his bunny siblings’ will be in attendance and available for you to meet (and cuddle). 	<ul style="list-style-type: none"> • Educational offerings at Urangan SHS • Assessment policies and submission procedures • Types of assessment instruments • AARA processes – support offered regarding illness, injuries, misadventure • The Queensland Certificate of Education (QCE) <ul style="list-style-type: none"> ○ What is it and how is it attained • QCE tracking and support • The Queensland Certificate of Individual Achievement (QCIA) <ul style="list-style-type: none"> ○ Additional information for students completing an individual learning program • Duplicate Learning regarding QCE credits • Tertiary entrance and ATAR Pathways

Booking Individual Interviews

All Parent Teacher Interviews need to be booked through our Compass platform. If you have not yet registered your Compass account, you will have received an email yesterday afternoon with your unique login and password details. If you did not receive this email, please check your Junk Mail. Please note, only verified parents can access the Compass Platform. If you have not provided appropriate identification at enrolment time, you will need to contact the office to arrange verification.

Once you log in to Compass on a computer or by downloading the App on your phone, you will need to access "Conferences" under the Community Tab (Two People Icon) in a browser, or the Menu (3 Line Icon) in the App. Conferences will enable you to book appointments with your child's teachers. Full instructions are attached to this email, but the process is very simple.

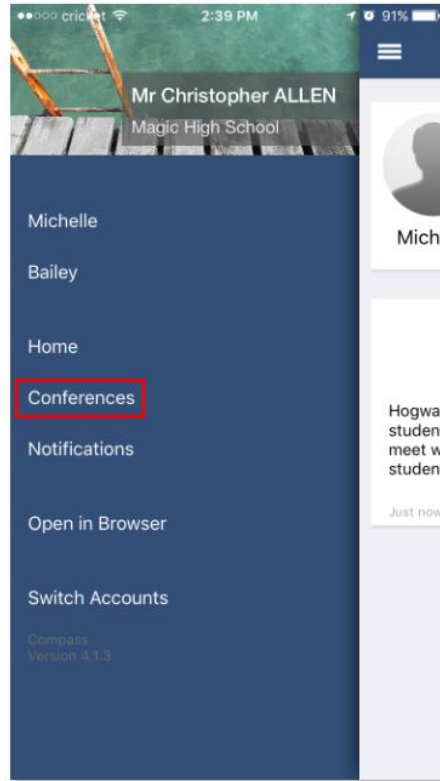
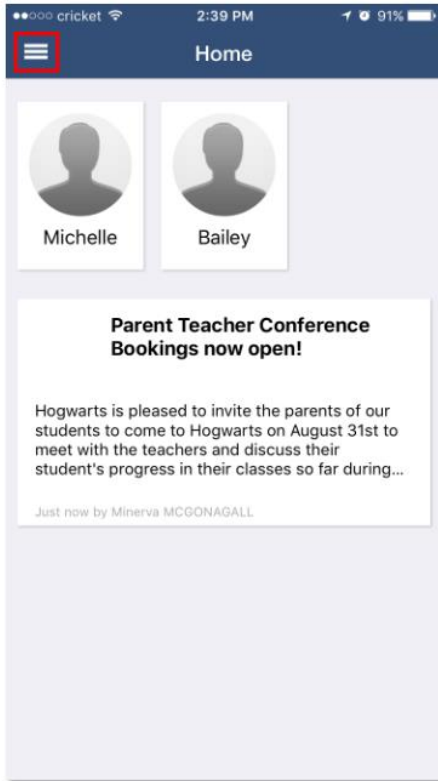
If you can't make it to Parent Interviews, or your child's teacher is unavailable to book an appointment at your desired time, please contact the teacher through Compass to arrange a phone interview at another time. To contact the teacher in Compass, you will need to "Open in Browser" from the App. You will see the link to "Email your child's teachers" on the left-hand side of the screen.

Remember when making your booking to leave time to attend one of the Junior or Senior Information Sessions.

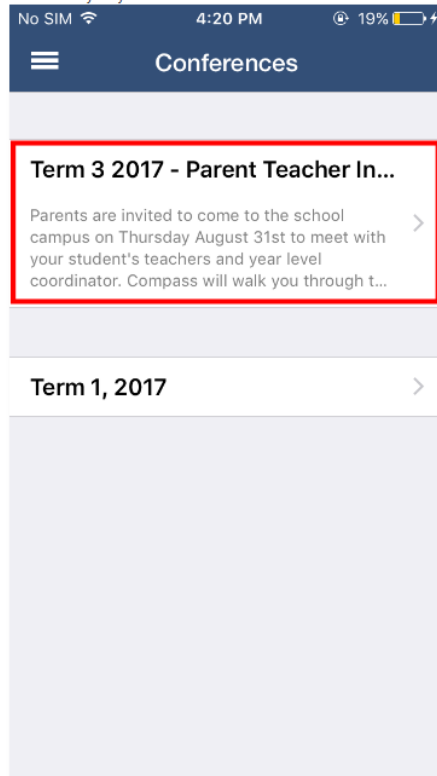
iOS / Apple Devices

In order to book in with the teachers at your students school for Conferences using the Compass app on an apple device you will first need to login using your parent login credentials.

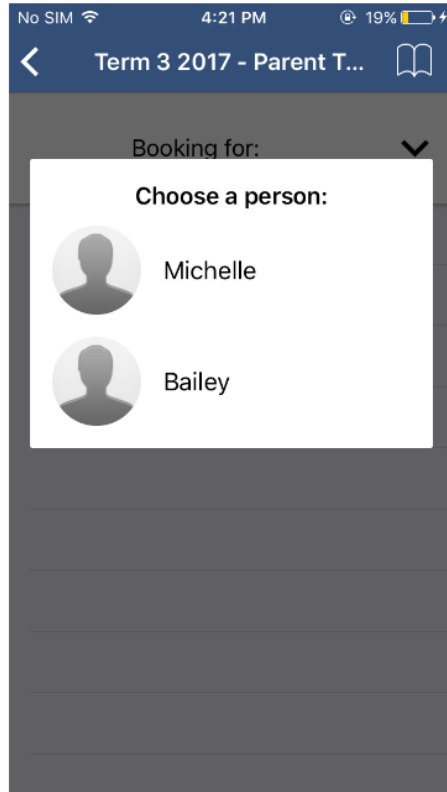
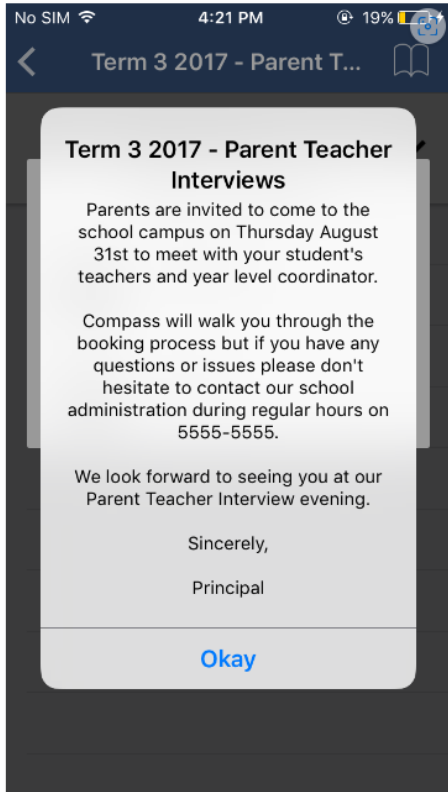
From the homepage click the hamburger menu button at the top left (three horizontal bars) and then select 'Conferences' from the menu that slides open.



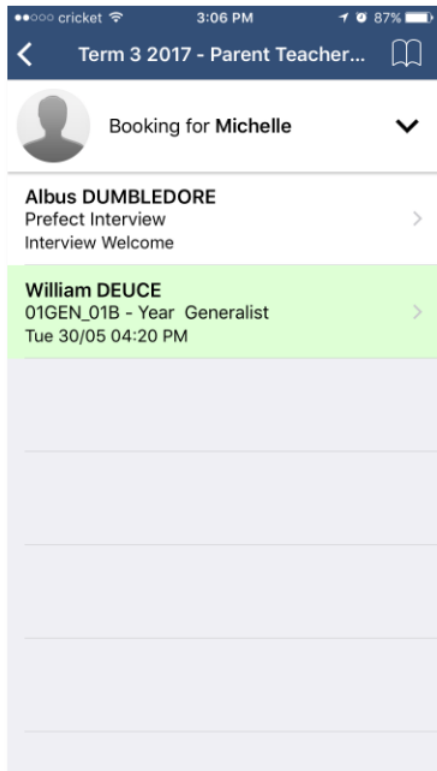
This will take you to the main Conferences screen, where you can see all Conference cycles that the school has made available to parents and that one of your students is associated with. To start the booking process click on the conference cycle you'd like to book for.



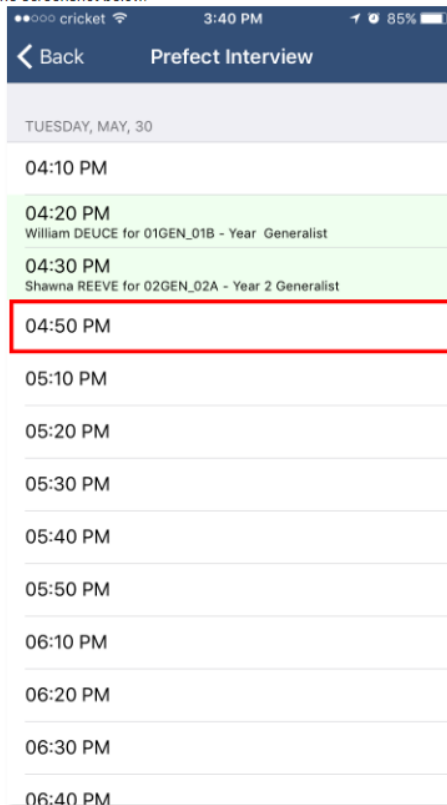
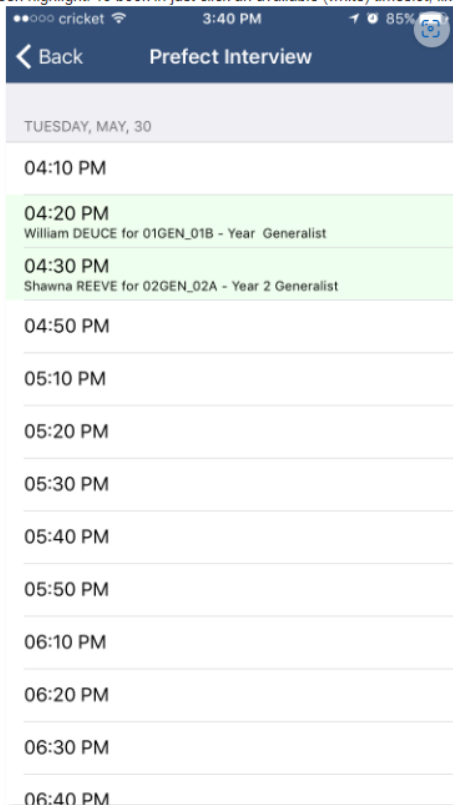
Once you've selected a cycle you will first be shown a popup which contains information from the school about the conference cycle. Read the message and click 'Okay' at the bottom to continue. If you have multiple students who have been included in the conference cycle you will need to select which student to book for first. This is shown in the image below on the right. Select one of your students to proceed with booking. If you have only one student involved in the conference cycle you will not see this screen.



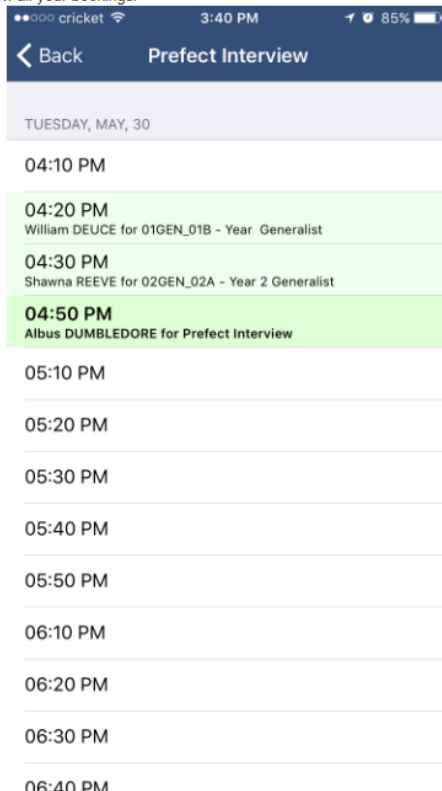
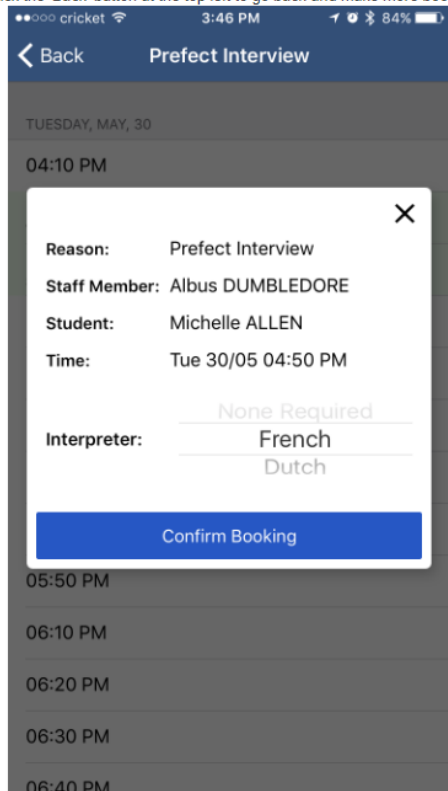
This will show you a summary of all the teachers you can book with for the student you selected. Under the teachers name will be the reason for the booking - this can be a class code and name or a reason the school has entered if the teacher does not teach your student. Teachers who are shown in white have not yet been booked with, and those highlighted in green indicate that you already have a booking with this teacher for this student. In the image below the parent has already booked in with William Deuce but still needs to book with Albus Dumbledore. To book in with Albus Dumbledore the parent can just click Dumbledore's name.



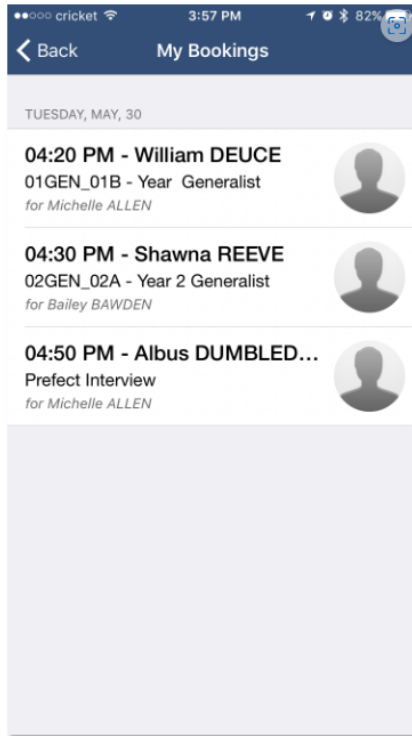
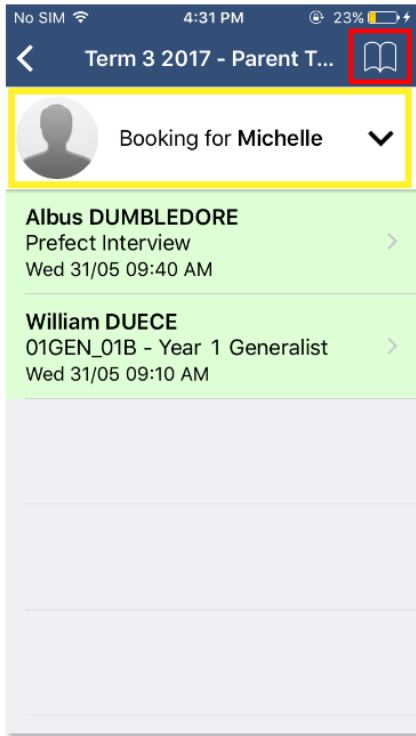
This will take you to the screen that shows the available timeslots for this teacher. Timeslots that you already have a booking for will be shown with a green highlight. To book in just click an available (white) timeslot, like 4:50 PM in the screenshot below.



This will open a booking popup. Here you can confirm the reason, the staff member, which of your students and the timeslot you selected. If you require an interpreter you can select one from the list of options next to Interpreter. Please keep in mind these options are set by your school and indicate the languages of the interpreters that your school will have available on the day. If you do not see an option available that you require please speak with your school. Once you click 'Confirm Booking' you will see your booking on the schedule in a slightly darker green with the text bolded. Click the 'Back' button at the top left to go back and make more bookings, or review all your bookings.



From this screen you can click the 'Booking for [StudentsName]' button with the down arrow, which is highlighted in yellow in the image below, in order to switch to one of your other students and complete the booking process for the teachers available for them. To see all of your bookings click the little book icon at the top right, highlighted in red in the image below. This will take you to the 'My Bookings' screen where you can see the times and details for all of the bookings that you've made for this conference cycle. If you need to cancel a booking you can do so by clicking it from the list and selecting the 'Remove Booking' button.

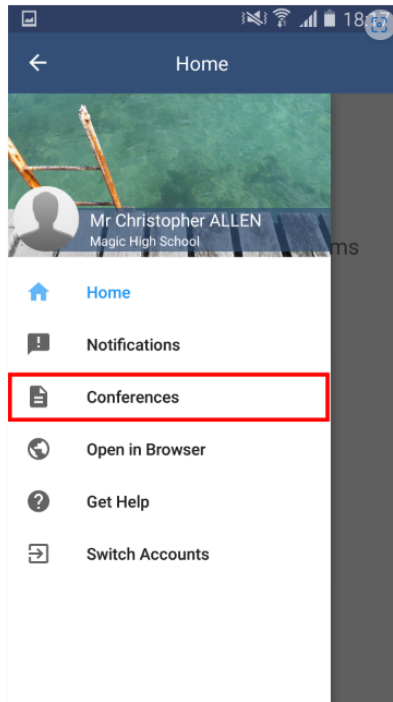
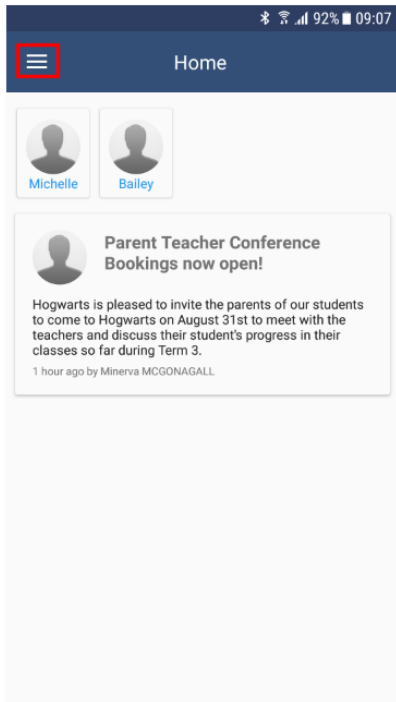


For any issues or questions with the booking process or the teachers you are able to book in with, please speak with the staff at your student's school.

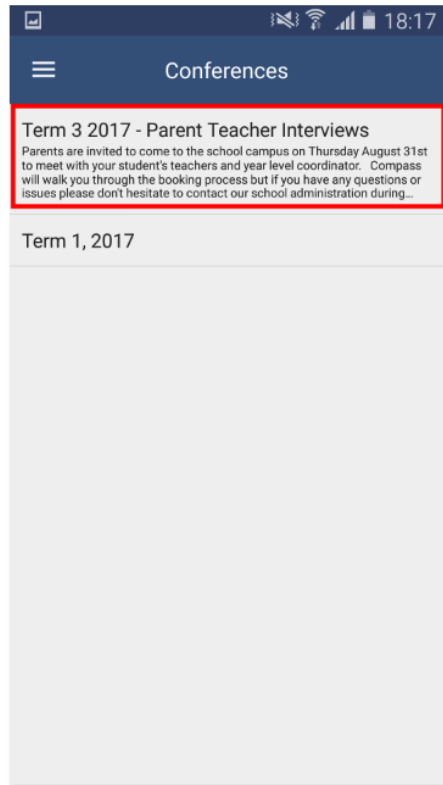
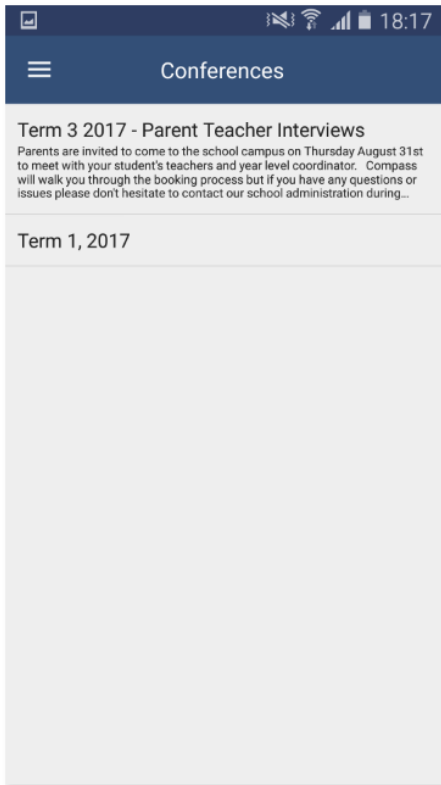
Android Devices

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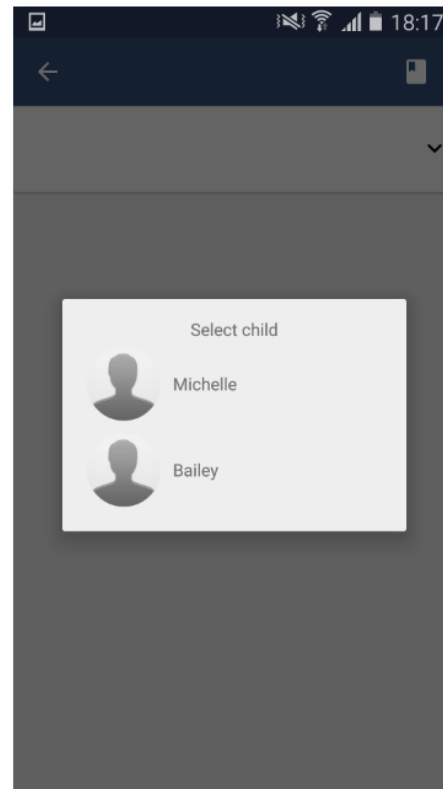
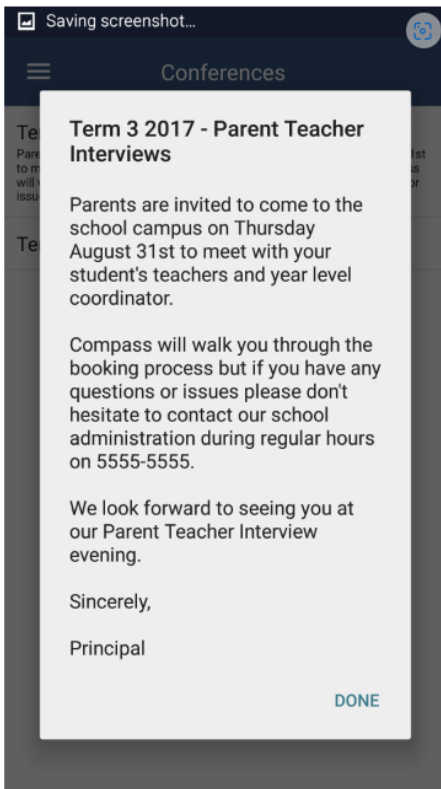
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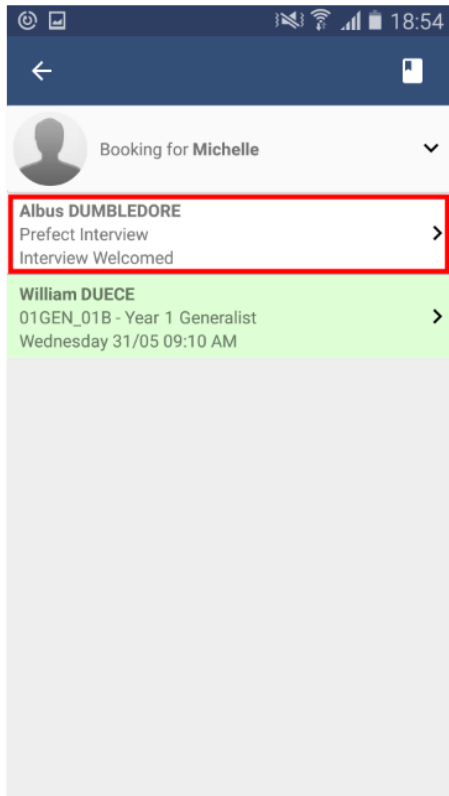
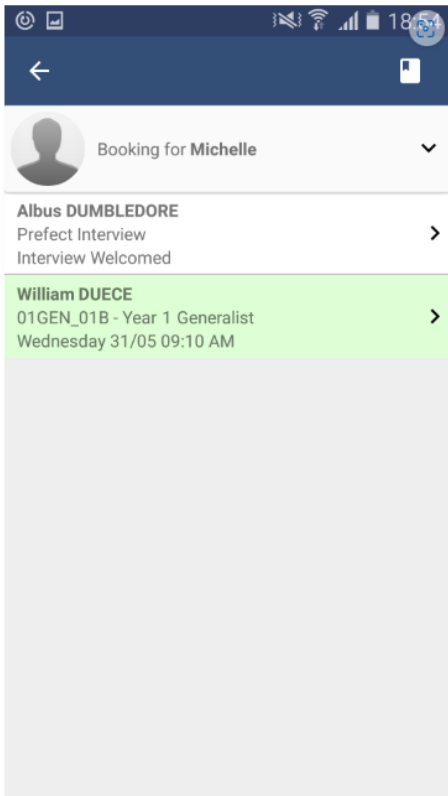
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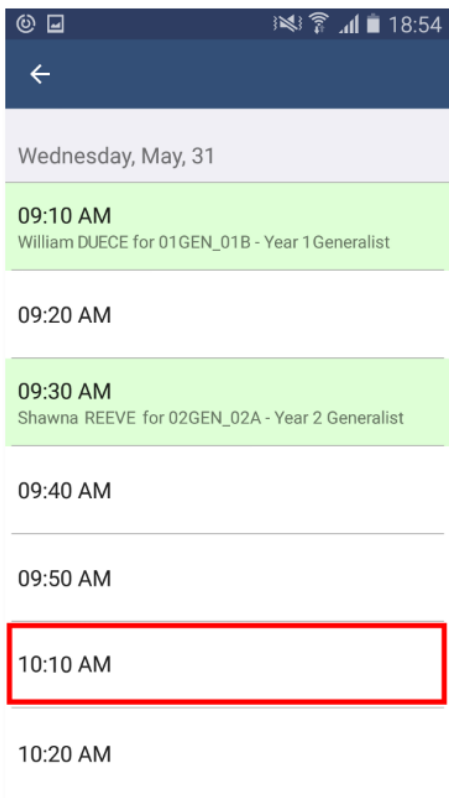
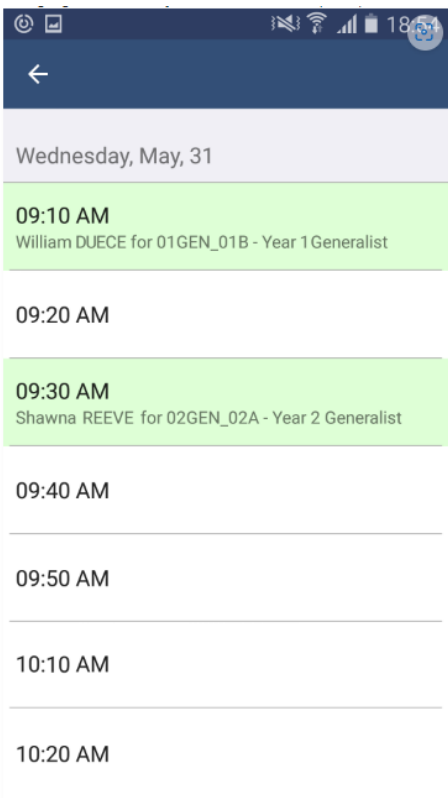
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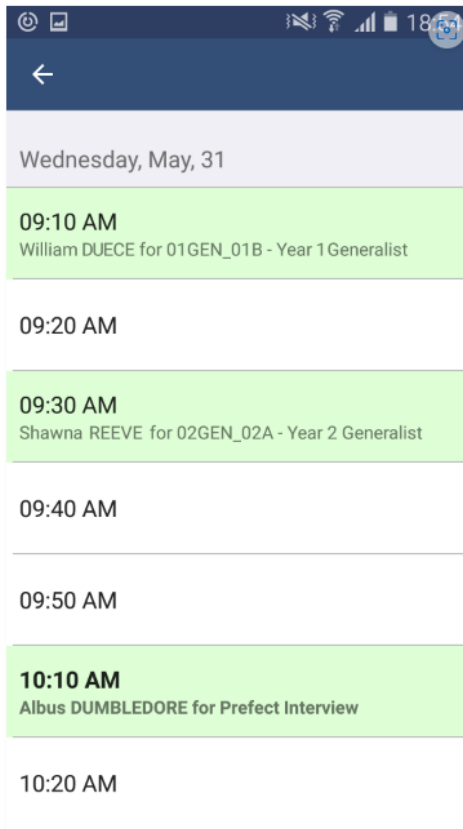
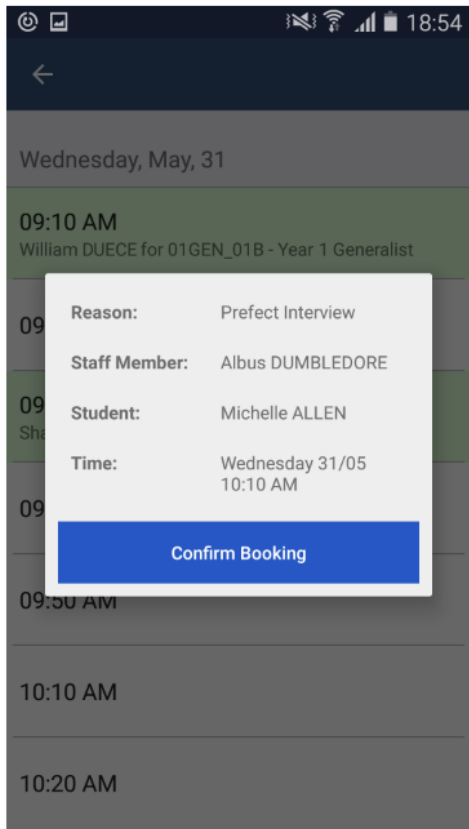
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