



## HOW TO BOOK PARENT / TEACHER CONFERENCES

Parents will be notified when Parent / Teacher conference occur throughout the year. To book your conference times you will need to create an account on our Compass Parent Portal if you have not already done so. If you have not received your login details please contact the school office on 9333 2500.

### HOW TO BOOK A CONFERENCE ON COMPASS PARENT PORTAL

1. Open the **Compass** App
  2. Go to **Menu**
  3. Select **Conferences**
  4. Read the information provided and press **DONE**
  5. Select **your child**
  6. Select **your child's teacher**
  7. Select an available **session time**
  8. Check your session times and **CONFIRM** bookings
  9. Repeat these steps for other children in our family.
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