



From the Office of the Principal

21 March 2016

Dear Parents / Guardians

Re: Parent Student Teacher Interviews

After a busy Term 1, our upcoming progress interviews will be an opportunity for parents, teachers and students to discuss the academic progress and wellbeing of students. A key focus on interviews at this stage of the year is also to consider with the teachers the most appropriate ways in which you can assist your child at home.

These progress interviews will be held on:

Primary School: Tuesday 12 April 2016: 10.00am – 8.00pm

**Secondary School: Tuesday 12 April 2016: 10.00am – 8.00pm
AND
Monday 18 April 2016: 4:00pm – 7:00pm**

Please note, normal classes will not run on Tuesday April 12 and **students are expected to attend interviews with their parent(s).**

The interviews will take place in the following venues:

Secondary School Interviews and interviews with Primary Specialist Teachers (eg. Italian, Art etc) will be held in **The Fitness Centre.**

Primary School Interviews with core teachers will be held in **Primary School Classrooms.** A list of room locations will be visible on the day of interviews at the Main and Primary Offices and on the doors of each Primary House.

Please note interviews with secondary teachers and primary specialist teachers will be 10 minutes in duration; interviews with core teachers in primary school will be 15 minutes in duration.

A reminder for **Secondary school parents** that Term 1 **Interim Reports** are available via our Parent Access Module (PAM) on Thursday March 24, 2016.

Booking Appointments On-line:

Bookings for Interviews can be made on-line through the PAM which you can on the College's website. Bookings can be made online from March 24, 2016 for Primary and Secondary School.

You can access the booking system in the following way:

1. Go to the College's website: www.marymede.vic.edu.au

2. Click the PAM icon as shown right:



3. Enter your **Login** and **Password**.

Full instructions are provided to you after you log on however, please note the following points:

When you log on, the system displays the names of your child/children. Please make sure you **complete all steps** in the booking process.

If your child has a teacher for more than one subject, you are able to only book one timeslot.

When you have made your bookings, you can **print a summary of your bookings** in time order.

Please ensure that the **time settings on your home computer are correct** as if they are not then you will not see the accurate times when you make a booking.

Please ensure that you select **SAVE** as you are making your bookings.

Other parents may be making bookings at the same time that you are using the system. It is possible, though unlikely, that a timeslot will be displayed to you as available but it is then booked by another parent shortly afterwards. If you then attempt to book this timeslot it will not be available and a message will be displayed to indicate this.

If you do not have internet access or if you encounter any problems using the system, please notify the College's Main Reception on 9407-9000 or the IT Helpdesk on helpdesk@marymede.vic.edu.au.

Bookings can be made up to 1:00pm Monday April 11 for appointments on April 12. (You will still be able to access your bookings and print a list). Bookings will re-open at 9:00am on Wednesday April 13 for Secondary school bookings for April 18 interviews and close on Friday April 15 at 5:00pm.

Should you have any concerns regarding the Progress Interviews or any of the instructions contained in this letter, please do not hesitate to contact us.

Yours sincerely



Mr. Michael Kenny
Principal