



PARENT TEACHER MEETING – PARENT COMPASS CONFERENCES

1ST April and 23rd April 2026 from 10:30am – 6:30pm - Face to Face

INSTRUCTIONS FOR BOOKING APPOINTMENTS - PLEASE READ CAREFULLY

You can book interview times that suit you best from any internet-connected device.

- If a teacher has concerns and recommends you make an appointment, you will find the message 'Interview Required' against the relevant subject. Please prioritise appointments with these teachers. It is also recommended that you make an appointment with any teacher from whom you have received a *Letter of Concern* this year.
- The booking system will open for **Year 11 and 12 ONLY** at 4:00pm Tuesday 17th March for both days.
- **Year 7, 8, 9 and 10** will open at 4:00pm Thursday 19th March for both days.
- The booking system will close at 8:00am Thursday 26th March for both days, please **note - no bookings will be taken after this time**. If you have missed out on an appointment, you may contact the teacher directly by email.
- Bookings will convert to READ-ONLY mode for parents to view, email or print their bookings after the closing date.

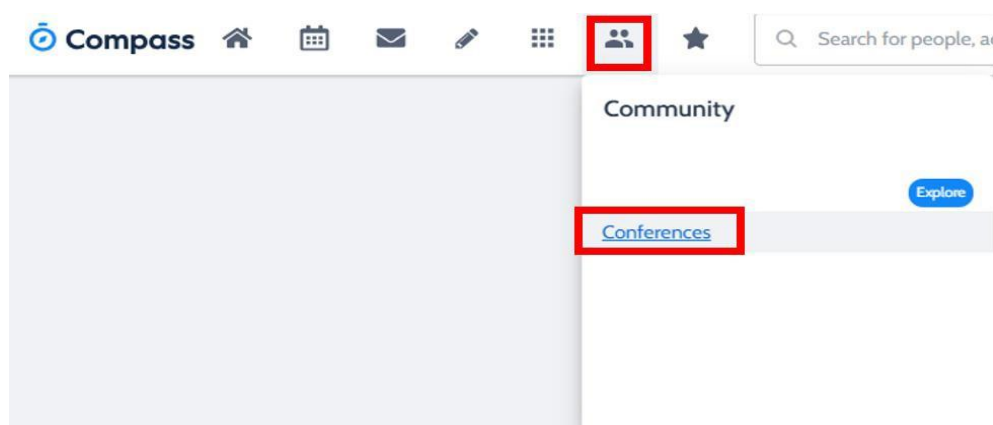
USING COMPASS CONFERENCES FOR PARENTS

Accessing the Compass Portal

- Compass can be accessed using the Compass Mobile App or on a browser using this [link](#).
- There is further information on using Compass on our [School Website](#).
- Your username and password have been provided via email by the school.

Accessing Compass Conferences

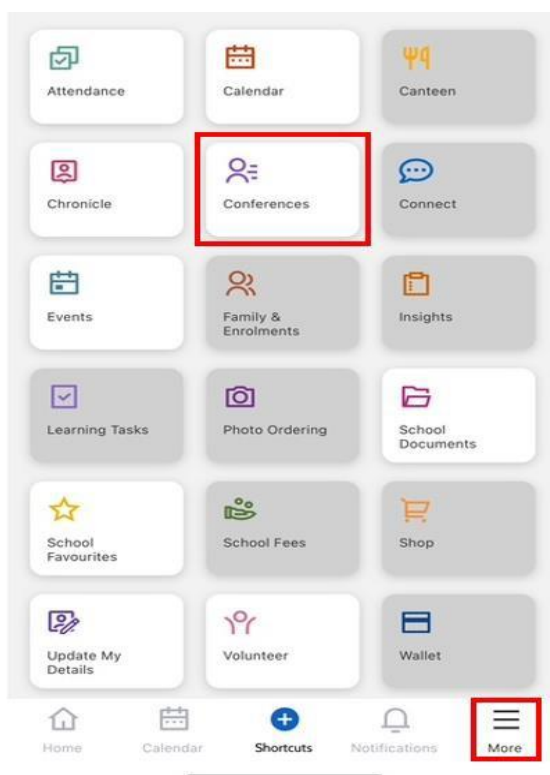
- If using Compass in-browser, select the **Community Menu** (two people) and then **Conferences**.





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- If using the Mobile App, click **More** (three lines) on the bottom right corner of the screen, then select **Conferences**.

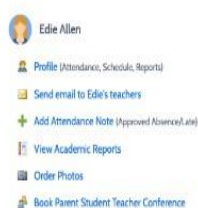


Booking a Meeting

- If using Compass in-browser:

Using Compass you can book your parent-teacher conferences online.

- 1 On the home screen, beside the student you wish to make bookings for, click 'Book Parent Student Teacher Conference'.



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



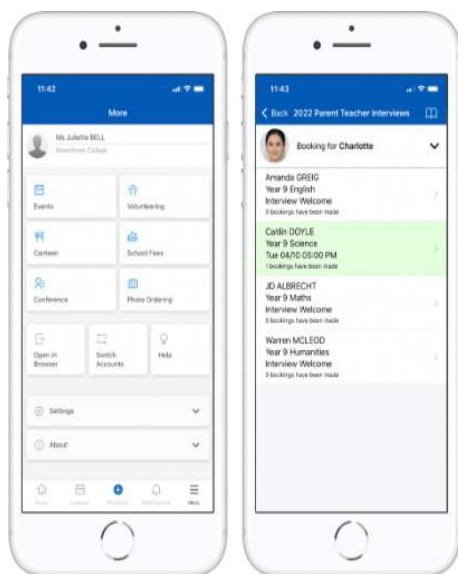
- 3 Your booking sheet will be displayed and will show your available booking times. Click on a time in the grid to display teachers available for booking at that time.





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- If using the Mobile App:



Using the Compass App

- 1 From the Compass home screen on your app, select the menu (top left) and click Conferences.
- 2 From the list of parent-teacher conference cycles
 - Select the relevant cycle you wish to book for
 - Select the student you wish to place a booking for
 - Select the class or interview group
 - Click on a time slot to make a booking and confirm