



Sandringham College

Parent-Teacher-Student Conferences September 1 2016

Dear Parents,

Parent-Teacher-Student conferences will be held for students in years 7-12 from 12:45pm to 7:45pm on **Thursday September 1 2016** at the **Senior Campus in Holloway Rd.**

Three sessions will be held during the day:

Session 1: 12:45 to 2:45pm

Session 2: 3:15 to 5:00pm

Session 3: 5:45 to 7:45pm

Interviews will be of **5 minutes duration.**

For these interviews we are introducing a new internet-based booking system using Compass. All parents should have received their log-in credentials for Compass in the mail some time ago. Please contact the school if you have misplaced this information.

Using this system you will be able to book the interview times that suit you best from any internet-connected computer. If you do not have internet access at home or elsewhere please contact **Kim Batish on 8599 0543.**

Please access the system as follows:

Log-in to Compass at <https://sandringhamsc.vic.idlf.com.au/> using your usual password.

You will then see a link for making conference bookings:

The screenshot shows a web browser window with the URL <https://sandringhamsc.vic.idlf.com.au/>. The page content includes:

- Welcome to the Sandringham College Portal**
- Instructions: "Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more."
- My News** section with a highlighted green box containing:
 - Parent Student Teacher Conference**
 - Parent Teacher Student Conferences Sem2 2016
 - [Click here for booking](#)
- College Production News #1** section with a link to [Drowsy%20Chap%20poster.pdf](#) and a [See More] link.
- Parent_Instructions-Guide-2016 Attached** section with a link to [Compass_Parent_Instructions-Guide-2016.pdf](#).

The left sidebar contains the following navigation options:

- Profile (Attendance, Schedule)
- + Add Attendance Note/Approval (Approved Absence/Late)
- Book Parent Teacher Interviews** (highlighted in yellow)
- 2 overdue learning tasks
- 2 learning tasks due in the next week



This takes you to a list where you select the link for the Semester Interviews:

Your child's teachers & classes should then be displayed; Book an available time by selecting from the drop-down list:

Parent Teacher Student Conferences Sem2 2016 :

Parent Teacher Student Conferences Sem2 2016

My Bookings					
Teacher Name	Eligibility	Location	Time Slots	Status	
Catherine FERGUSON	English Unit 4	HALL	01/09/2016 01:00 PM	Booked	
Layal ALLAF	Biology Unit 4	HALL		Free	
Nicole ELLIOTT	Health & Human Devel	HALL		Free	
Paguie MEUNIER	Further Maths Unit	HALL		Free	

- **Bookings can be made from Friday August 26th until Wednesday August 31st. Parents are advised to leave gaps between bookings to allow for movement between locations.**

Please contact the school if you encounter any difficulties using the system.

Sandringham Campus

356 Bluff Rd, Sandringham

9599 5600

Senior Campus

Holloway Rd, Sandringham

8599 0500