

1 March 2023

Primary Parent Teacher Interviews
(Years Prep to 6)
Day 1: Wednesday 8 March, 3.40 – 6.30pm
Day 2: Thursday 9 March, 3.40 – 6.30pm

Dear Parents and Parent Liaisons,

RE: Primary Parent Teacher Interviews

Primary Parent Teacher Interviews for all students in Years Prep to 6 will be held on Wednesday 8 and Thursday 9 March. These interviews will be conducted via your child's Microsoft Teams Account.

The purpose of these interviews is to enable parents to meet with classroom teachers and reflect on the beginning of the year. The focus of these interviews is on assisting parents / parent liaisons to gain a deeper understanding of student progress at this stage of the year and to discuss possible strategies for improvement.

We ask all teachers and parents to limit their interviews to the **eight minutes** allocated to ensure that the process runs smoothly. Teachers will need to end the interview on time to ensure they have time to call the next parent. If your child requires a longer interview, teachers will arrange to call back at another time.

Please note the following special arrangements:

Learning Support: Mrs Jill Thomson will contact parents individually for an interview in Week 9 of this term.

EAL students: Ms. Eva Wang has prearranged a time for parents of EAL students to speak to the classroom teacher and she will participate in those calls.

Specialist Art interviews will not be held this Semester.

Instrumental teachers are not available for face-to-face interviews, but parents are welcome to contact the school to request a telephone interview.

ELC interviews will be held separately. Please see communication from Mrs. Munro regarding these arrangements.

The interview booking process will take place online. Further information regarding bookings is provided below.

Parent Teacher bookings are accessed via the community portal in SENTRAL.

<https://ags.sentral.school/auth/portal>

Parents should make a booking to meet the classroom teacher by selecting 'Homeroom' teacher.

Specialist teachers are available to book by name.

If you are experiencing any issues regarding access or logging in, please email the Campus Administrator

Mr. John Savopoulos directly at js@ags.vic.edu.au

The online booking system will be open for bookings from **4.00pm Friday 3 March** and will close at **12.00pm Tuesday 7 March**. **If you inadvertently made a booking in the portal while the system was open for testing, this booking will no longer exist. All bookings must be made after 4.00pm Friday 3 March.**

Classes with two teachers: The bookings can only be made in the name of the teacher as listed below, though both teachers will participate:

2A: Mrs Downey
3A: Ms. Koutrouzas
4B: Mrs Ross
5B: Ms. McCulloch
6A: Mr Barnewall
Music
4A; Mr Baker
4B: Ms Atwa
5A: Mr Baker
5B: Ms Atwa

Interview Process:

- Teachers will call the **student TEAMS account** at the time indicated by the booking.
- Parents are asked NOT to call the teacher first.
- Teachers will try to call twice before moving on to the next interview.
- Interviews are not to be recorded.
- Teachers will make every effort to stay to their schedule.
- Interviews are strictly eight minutes, but teachers will make another time to call back if needed.

MICROSOFT TEAMS:

All parents will need access to a device with the Microsoft Teams app.

P-2: Your child's AGS TEAMS login will be sent home in the school diary. If you change your child's login details, please let the class teacher know.

3-6: The simplest way to participate in interviews is to use your child's iPad. Students in years 3-6 will be testing their login details this week in readiness for interviews.

Please contact School Administration if you need further assistance.
We look forward to meeting with you **online** to discuss your child's progress.
Yours sincerely,



Tracey Nicholson
Assistant Principal
Head of Primary

Parent Portal

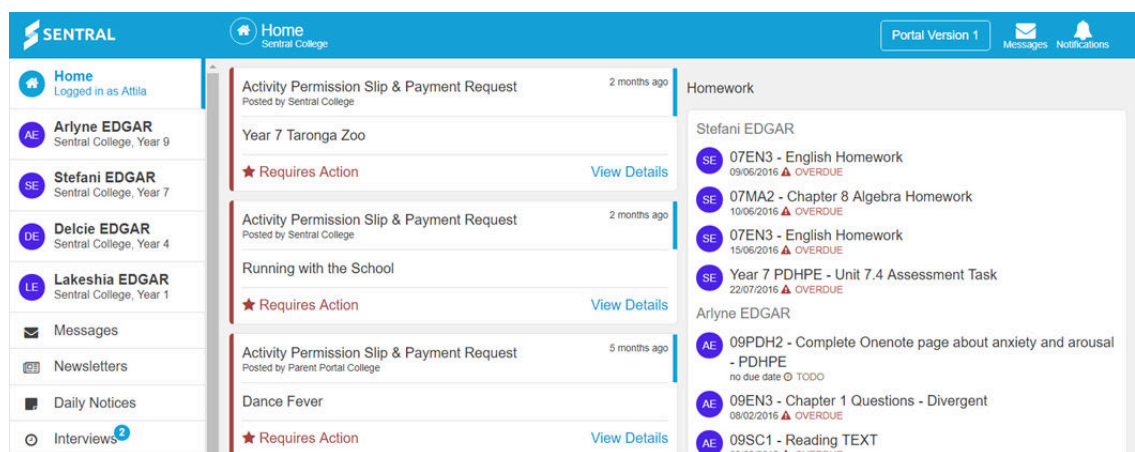
Instructions on how to book Parent Teacher Interviews via the Sentral Parent Portal.

Go to the AGS URL provided below:

<https://ags.sentral.school/auth/portal>

and log into the Parent Portal.

If there are **Parent Interview Sessions** available, you will see the following on your Portal Dashboard.



Click on the Interview Icon

The screen will display the current interviews available for parents to book for their child/ren.



Semester 2 Interviews

Select Timeslots

Session date: **26/12/2017**

Session duration: **15 minutes**

Registration open until **25/12/2017 17:00**

Appointments

- **26/12/2017 Tue 9:00am** with Ms Hort for Stefani EDGAR (07VA3) (Visual Arts)
- **26/12/2017 Tue 1:30pm** with Miss Spence for Stefani EDGAR (07DR4) (Drama)
- **26/12/2017 Tue 3:45pm** with Mrs O'Connell for Stefani EDGAR (07EN3) (English)
- **26/12/2017 Tue 11:00am** with Mrs Kidston for Stefani EDGAR (07JPB1) (Japanese)
- **26/12/2017 Tue 4:45pm** with Miss Ferres for Stefani EDGAR (07LA4) (Latin)

Primary Interviews

Select Timeslots

Session date: **25/09/2017**

Session duration: **15 minutes**

Registration open until **23/09/2017 17:00**

Click on **Timeslots**

Primary Interviews

Delcie EDGAR

Visual Arts: 04AR2

Miss Monet Cheyne

Not attending

25/09/2017 Mon

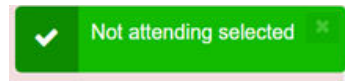
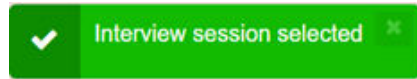
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Not Attending

Available timeslots are noted in black and unavailable a greyed out. Click on the available timeslot and a message will appear confirming the booking

If you are not planning to attend, click on the **Not Attending** option and a message will appear confirming your choice.

As per the **note** provided, you will see your timer banner in the top bar of your screen to advise how long you have to finalise your bookings.



Your session will timeout from inactivity in **9:19**
Please confirm your selection before leaving this page

As there is often a large volume of parents and teachers making bookings, this will ensure that all parents have the chance to schedule a booking with the required staff members.

Click on **Save Bookings** for confirmation.

A list of your Interviews and timeslots will now display



Primary Interviews Select Timeslots

Session date: **25/09/2017**
Session duration: **15 minutes**
Registration open until **23/09/2017 17:00**

Appointments

- **25/09/2017 Mon 5:15pm** with Mrs Tashia McDougall for Delcie EDGAR (04CH2) (Choir)
- **25/09/2017 Mon 5:45pm** with Mr Renly Cleggett for Delcie EDGAR (04EN2) (English)
- **25/09/2017 Mon 5:30pm** with Mrs Patty Barclay for Delcie EDGAR (04SPT2) (Sport 3&4)