

University of Canberra High School Kaleen

Dear Parents/Carers,

The rescheduled Parent Teacher Interviews will now occur in Week 8, Term 3, on Tuesday 31 August from 1:30pm to 5:00pm.

The interviews will occur on your child's school Chromebook via a Google Classroom code, using Google Meets. Please have your child present for the Parent Teacher Interview, or at least to help navigate the set up for your interview through Google Classroom. We have explicitly taught this process to the students at school previously through PC time, to assist parents / carers with the set up.

Step One - Book a time through Parent Teacher Online (PTO) – either via the link provided in our communication, or via the PTO app. Parent Teacher Online instructions have been provided in a separate letter and information about your child's engagement in learning was sent via email in Week 5 (when you may have previously made bookings). Previous bookings for 17 August have been cancelled, so you will need to re-book in order to participate in Parent Teacher Interviews.

Step Two - By Tuesday 31 August (Parent Teacher Interview day), your child will have been invited (and should have joined) each of their teacher's **Parent Teacher Night Google Classroom**. Google Meet links can be accessed via the banner at the top of the Google Classroom page. **The Google Meet can ONLY be accessed via the student's Chromebook (schoolsnet account)**, unfortunately not via your personal email. Therefore, all students must be logged into their Chromebook for the Parent Teacher Interview Google Meet to occur.

Step Three - Join the Google Meet link at your allotted time. Please be punctual for your online interview (but not early), as staff will also have other allocated interview times for other parents/carers.

Additional Information

- Please do not join your Meet until the allotted time, as teachers will have other interviews occurring. Should this happen by accident, you will be removed from the Meet by the teacher.
- Each interview will last for a maximum of five minutes with a three-minute break in between. This will allow staff and parents/carers enough time to prepare for the next interview.
- All interviews will be recorded, however, there is no requirement for parents/carers or teachers to have the camera switched on.
- Please note that if your child is unable to be present with you and you don't have access to their Chromebook for the interview, please click the '*please contact me*' section on the PTO log in. Teachers will then contact you to provide feedback on student progress.

Kind Regards,



Daniel Mowbray
Principal