Thursday 12th February

‘Getting To Know You’ Interviews February 2015

Dear Parents/Guardians,

To enable a teacher to best cater for children with their individual needs, it is (sometimes) invaluable for a parent to share relevant background information such as family circumstances, medical or health information. At Blackburn Lake PS we understand the sensitivity of such information yet believe that a teacher can better cater for the needs of each child when they are familiar with this relevant information. Parents are encouraged to share with their child’s teacher any background information they believe applicable to their child, which may influence their learning and/or social and emotional wellbeing.

Please be assured that any information provided will be treated sensitively and with utmost confidentiality.

To facilitate this exchange of important information, a Getting To Know You information proforma is attached to this letter. The purpose of this proforma is to provide an opportunity for parents of children with certain needs or circumstances to inform their child’s current teacher of this. Parents are invited to note any information relating to their child’s learning or wellbeing on the form and bring it along to your Getting To Know You Interview (booking details below).

The Getting To Know You Interview will be an opportunity for you to speak to these needs, and also open lines of home-school communication. Ideally, we wish to see every parent to establish personal contact and continue the home-school partnership.

(We also ask that Parent Permission notices sent home last week are returned on the night of the Interviews – if not already returned).

To book an interview and access COMPASS, use the link on the Blackburn Lake Primary School webpage located at: www.blps.vic.edu.au and click on the link and follow the prompts using your login details (distributed last year).

Please note: If you require your password to be re-issued or you are having difficulties logging onto COMPASS, please contact the office on ☑️ 9894 2855 or blackburn.lake.ps@edumail.vic.gov.au

Thank you,

Jason Walker
Principal
walker.jason.r@edumail.vic.gov.au
Instructions for booking
Getting To Know You Interviews

Booking your ‘Getting to Know You’ interviews is a breeze with Compass. Using the instructions on the page prior you will be able to login to the Compass Parent Portal. You will be present with a screen similar to the one shown below.

The left hand side of the page will display each of your children and a button which says “Action for”, hovering over this will provide you with a ‘Book Parent Teacher Interview’ link. Selecting this link will present the screen below.

You will then be presented with a grid of times which you can book your three-way conference with your child’s teacher.

To book simply click on the time and select the teacher name from the drop down menu. If your child’s teacher name is not in the list that means they have already been booked by another family and you will need to select another time for your booking.

Click on the ‘Getting to Know You’ three-way conference in the centre of the screen.
Getting To Know You’ Interviews

CONFIDENTIAL BACKGROUND INFORMATION

Child’s Name: ___________________________ Class: ___________

Person completing form: _________________ Relationship to student: _________________

Please indicate siblings at Blackburn Lake PS: Name………………………………………Class: ……..
Name………………………………………Class: ……..
Name………………………………………Class: ……..

1. Please detail any academic strengths/concerns you believe your child demonstrates. ie Maths, English-Reading/ Writing, Science.
   Parent Comment: ___________________________

2. Do you have any concerns regarding your child’s social, emotional or personal development?
   Parent Comment: ___________________________

3. Do you wish to comment on any of your child’s characteristics and how they relate to others at school? ie ‘special’ friends, personality, traits, fears, special talents/abilities.
   Parent Comment: ___________________________

4. Please list any other relevant comments.
   Parent Comment: ___________________________

Thank you for providing this information.
All returned forms/responses will be treated with sensitivity and confidentiality.