

Dear Parents/Carers

Please find below the instructions to assist you when booking Parent Teacher Conferences for your child.

Making Bookings

Parents can make bookings online based on the settings configured within the PST Conference. To make a booking parents can select 'Book Parent/Student/Teacher Interviews' from the Actions button on the Compass home page.

Harry POTTER (POT0045), 12G

-  Profile (Attendance, Schedule, Reports)
-  Send email to Harry's teachers
-  Add Parent Approval (Approved Absence/Late)
-  View Academic Reports
-  Book Parent/Student/Teacher Interviews



The staff that parents are able to make bookings with is listed under the 'Available Staff', as well as the description and location of the staff members. To view the staff member's availability click on the staff member's name. This will display their schedule including free slots and already booked slots.

To make a booking select the time that you wish to make the booking, a list of the staff members available at that time will appear in the drop down list. Select the staff member you wish to book, and then click 'Update' to save the booking.

My Bookings

Click the booking time to make/modify a booking. For further assistance, click the blue help icon at the top of the page.

27/08 15:00 PM	Available	27/08 17:40 PM	Available	28/08 16:20 PM	Available
27/08 15:10 PM	Available	27/08 17:50 PM	Available	28/08 16:30 PM	Available
27/08 15:20 PM	Available	27/08 18:00 PM	Available	28/08 16:40 PM	Available
27/08 15:30 PM	Available	27/08 18:10 PM	Available	28/08 16:50 PM	Available
27/08 15:40 PM	Available	27/08 18:20 PM	Available	28/08 17:00 PM	Available
27/08 15:50 PM	Available	27/08 18:30 PM	Available	28/08 17:10 PM	Available
27/08 16:00 PM	Christopher DANIELS	27/08 18:40 PM	Available	28/08 17:20 PM	Available
27/08 16:10 PM	Available	27/08 18:50 PM	Available	28/08 17:30 PM	Available
27/08 16:20 PM	Jacqueline LEWIS	28/08 15:00 PM	Available	28/08 17:40 PM	Available
27/08 16:30 PM	Available	28/08 15:10 PM	Available	28/08 17:50 PM	Available
27/08 16:40 PM	Rowan ZHANG	28/08 15:20 PM	Available	28/08 18:00 PM	Available
27/08 16:50 PM	Available	28/08 15:30 PM	Available	28/08 18:10 PM	Available
27/08 17:00 PM	Available	28/08 15:40 PM	Available	28/08 18:20 PM	Available
27/08 17:10 PM	Available	28/08 15:50 PM	Available	28/08 18:30 PM	Available
27/08 17:20 PM	Available	28/08 16:00 PM	Available	28/08 18:40 PM	Available
27/08 17:30 PM	Available	28/08 16:10 PM	Available	28/08 18:50 PM	Available

Key Available for booking Not available Current booking