



CHELTENHAM EAST PRIMARY SCHOOL

1st February 2019

Dear Parents

On **Wednesday 20th February**, we will conduct our Student/Parent and Teacher Conferences for Years 1 to 6. (**Please note:** Getting to Know You Interviews for Foundation families will be held on Thursday 7th March). These meetings are to set goals for 2019 and to discuss any individual learning needs or additional information the class teacher should know.

Our **Years 1 to 6** students are invited to attend our three way conferences. These conferences allow for students to be present and to contribute to the meeting. They will reflect on their achievements from 2018 and then set future learning goals. This conferencing procedure, in which the student is very actively involved in the learning and reporting process, is a fundamental shift away from the one-way transference of information from teacher to parents, and is consistent with the characteristics of effective assessment in the Victorian Curriculum. Three-way conferences take the form of a conversation between the student, their parents and their teacher. This approach gives students an opportunity to share with their parents their growth as a learner. They accept responsibility for their progress and achievement, and demonstrate a growing understanding of their development as accountable independent learners. Three-way conferences are designed to achieve one or more of the following goals:

- to help students demonstrate evidence of learning
- to teach students the process of reflection and self-evaluation
- to facilitate the development of students' organisational and oral communication skills and to increase their self-confidence
- to encourage students, parents, and teachers to engage in open and honest dialogue
- to encourage students to accept personal responsibility for their learning

The interviews will be 10 mins in duration. Please note - staff make every effort to stick to designated times and therefore they may need to ask to finish the interview if the ten minutes is up or other parents are waiting. We will then set aside time at a later date to discuss any outstanding information.

All bookings this year will be made online via the Sentral Parent Portal (see overleaf for instructions). Families were given access keys to the Parent Portal last year when student reports were uploaded. Please contact the office if you have lost your login details. New families to the school will be provided with an access key shortly.

Bookings will open on **Monday 11th February at 9am for Years 1-6** and **Wednesday 27th February at 4pm for Foundation** and can be made any time until 5pm the day before the interviews. Make sure you book early if you have limited availability in order that you obtain a time that is convenient for your family.

Regards

Leisel Ward
Assistant Principal

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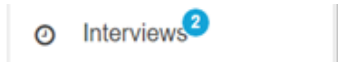
Booking interviews via the Sentral Parent Portal

These are the instructions for parents to use the **Parent Portal** for booking Interviews.

Go to the URL: <http://sentral.cheltenhameast.vic.edu.au/portal>

Log into the Student & Parent Portal, using the Access key previously provided by the school. If you have misplaced or cannot remember your Access key, please contact the office.

Click on the Interview Icon



The screen will display the current interviews available to the parent for your child/ren.

Click on **Timeslots**

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

Click on **Save Bookings** for confirmation.

A list of your Interviews and timeslots will now display.