



STAR OF THE SEA COLLEGE

Street: 74-80 Martin St, BRIGHTON VIC 3186
Post: Box 7001 Gardenvale LPO, BRIGHTON VIC 3186
Tel: (03) 9596 6099 | Fax: (03) 9596 6821
Email: star@starmelb.catholic.edu.au | Web: www.starmelb.catholic.edu.au
ABN 29 411 978 418

25 March 2019

Year 7 – 10 Parent - Student - Teacher Interviews
Tuesday 30 April 2:30pm – 7:30pm
Wednesday 8 May 2:30pm – 7:30pm
Location: Sebastian Hall

Dear Parents,

The first cycle of reporting for Semester One is now complete, so please log into PAM to access feedback on your daughter's progress in her current studies.

Parent – Student – Teacher Interviews for Years 7 – 10 will take place on the following dates:

- **Year 7 – 10 Tuesday 30 April** from 2:30pm – 7:30pm (students dismissed at 1:30pm)
- **Year 7 – 10 Wednesday 8 May** from 2:30pm – 7:30pm (students dismissed at 1:30pm)

Interviews will be of **5 minutes' duration**. These interviews are intended to provide you with an academic overview of your daughter's progress – matters that may take more than 5 minutes are best discussed by making a more formal meeting on another occasion.

Making Bookings

All bookings are made through SIMON via the Parent Access Module (PAM). Once you log on to PAM there is a link to explain how to make the bookings, under **Parent Resources Link**. PAM may be accessed by clicking the *Portal* button on the College website or click the link directly to the logon screen below:

[PAM Log In](#)

Staff will be located in Trasná (Year 7 and 8 areas) for the VCE / VCAL Interviews, and in Sebastian Hall for the Year 7 – 10 interviews.

PAM will be open for bookings as follows:

VCE / VCAL Interviews Open Wednesday 27 March Close 9:00am Thursday 4 April.

Year 7 – 10 Open Monday 1 April Close 9:00am Tuesday 30 April and re-open 8:00pm

To assist with bookings, a special "*Parent Teacher Interview Report*", will be available electronically via the parent portal, PAM. This report will contain the following information: subject teacher interview requests, class attendance for each subject and a summary of Assessment Task Results / comments to date.

To download a copy of the "*Parent Teacher Interview – Interim Report*", click in the blue box containing your daughter's photo. Click on the **Assessment and Reporting** button and ensure the **School Year:** displays **2019, Semester 1**.

Click on [Semester 1, Parent Teacher Interviews Years 7-10 \(Cycle 1\)](#) to download the report. This document will be available on Monday 1 April for Years 7 - 10 interviews.

Appointments with Careers Leader – Mr Weegberg

If you would like to make an appointment with our Careers Teacher, please select the following subject and choose Mr Weegberg as the teacher. (You can still make an appointment with the Religion teacher as well)

Year 10 Subject: Year 10 Forum

If you have any concerns with bookings via the parent portal, PAM, please contact Lisa Murie at the office on 9595 9595.

Regards,

Chris Burn
Deputy Principal Students

Sarah Tymensen
Deputy Principal Learning and Teaching