



Darul Ulum College of Victoria

7 September 2021

Assalamu Alaikum

Dear Parents / Guardians,

RE: TERM 3 ON-LINE PARENT and TEACHER INTERVIEWS

Please be advised that the school will be conducting the Term Three parent and teacher interviews online during the following timeframes:

Thursday 16 September	2:30 pm – 4:30 pm
Friday 17 September	8:30 am – 6:00 pm

The interviews will be conducted via the MS Teams video conferencing application using your child(ren)'s school account.

We recommend that you familiarise yourself with MS Teams before the appointment(s) to ensure that any technical issues are resolved prior to the interviews.

The interview booking system will open on **Wednesday 8 September by 8:45 am** and will close on **Monday 13 September at 4:00 pm**. Interview slots are available on a first-come, first-serve basis.

To facilitate for the Thursday afternoon interview session, students will conclude their Term 3 classes on **Thursday 1:30 pm**.

Insha'Allah, the first day of Term 4 will commence on **Tuesday 5 October**. Parents will be notified as to whether remote or onsite learning will resume in Term 4, subject to the government instructions.

Parent Booking Instructions

Please follow the steps below for booking your appointments:

1. Log into Schoolbox and click on the tile named **Parent - Teacher Interview Bookings**
2. Select or scroll down to your preferred session(s)

Thursday (2:30 PM - 4:30 PM)	Friday (8:30 AM - 10:50 AM)	Friday (11:10 AM - 1:00 PM)	Friday (2:00 PM - 4:00 PM)	Friday (4:20 PM - 5:50 PM)
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3. Select the available timeslot with each teacher according to your preference.
4. If you have more than one child enrolled in this school, please use the drop-down menu to select the additional child(ren) to book their interviews.
5. You may print your booking schedule or you may email it to yourself.

Please note some subjects may not be appearing on the screen where there is a single teacher teaching more than one subject to the same class. Those teachers' names will be listed under a single subject but they will discuss with you all the subjects they teach your child.

Receiving and Accepting the Online Invitation

1. Interview invitations with individual teachers will be sent to your child's default school email address.
2. Ensure you (or your child on your behalf) click 'Accept' for each invitation and check that the appointment is added to the default calendar.
3. If you encounter any issues with the appointments or MS Teams, please contact the school's reception.

Accessing Student Academic Reports Online

Please note that your child's academic reports are accessible online from Schoolbox. Please follow the steps below to retrieve your child's report.

1. Log into Schoolbox.
2. Click on the tile named **Student Reports**.
3. Click on the reporting period.
4. If you have more than one child enrolled in the school, please use the drop-down menu to select the additional child(ren) to download their reports.

Alternatively, you may download the reports by clicking on the icon *Academic Reports* on the main dashboard page, under the individual student's profile.

Term Three 2021 reports will be uploaded by Thursday 16 September.

Important Instructions:

Noting that interviews will be conducted via video conferencing, all parties involved are reminded of the following:

- strictly adhere to the interview appointment timings by starting on time and finishing on time;
- where required, additional time can be negotiated with the relevant teacher;
- only the parent and the relevant student are to attend the interview with the teacher;
- parents have the option to either switch their cameras on or off with the audio option being enabled;
- be mindful of privacy related matters; and
- attempt to avoid any background noise or distraction during the interview sessions.

Thank you.

Wassalam,
College Administration