



# LYNDHURST SECONDARY COLLEGE

***Parent-Teacher Interviews  
The portal will be open Monday 19<sup>th</sup> April  
WebEx – Video Conferencing***

24 March 2021

Dear Parent/Guardian,

After receiving feedback from our college community, Parent-Teacher interviews at Lyndhurst Secondary College will take place via WebEx on:

- Wednesday 28<sup>th</sup> April, 10:30am – 8:00pm. There will be no classes scheduled on this day so students will **not be at school** but expected to attend their booked interview time with you.

### **Making a booking via Compass Conferences:**

Make your preferred booking time via the Parent Portal in Compass: [Compass-Booking](#). Please note bookings run for 5 minutes. There is a 5-minute break between each interview.

Please note that each teacher will have a unique WebEx code for each interview. Meeting codes will be emailed to you prior to the meeting.

### **Preparing for your interview:**

1. Download the WebEx app onto your device. (Your child will already have this on their own device)
2. Once the App has been installed, open it to ensure it is working
3. Familiarise yourself with the WebEx settings before your interviews.
4. If you have difficulties please visit the WebEx help centre.

### **Accessing your interview:**

1. Log in to the scheduled WebEx meeting prior to the scheduled booking time. You will access this meeting via the teacher link in the email provided to you.
2. Ensure that your name is accurately displayed
3. You will be invited to join via a “waiting room” for each interview

Yours sincerely,

Adam Kruger  
Assistant Principal