



Bacchus Marsh
Grammar

Dear Parents/Guardians,

This term the Senior and Middle School Parent Teachers Interviews will be a combination of **ONLINE** and **ONSITE** interviews and parents will be able to select either of these options for their interviews. This will provide you, an opportunity to meet your child's teachers, discuss their learning needs and look for ways to support your child in their learning.

Time and Date of Parent Teacher Interviews:

The Senior and Middle School Parent/Teacher Interviews for all students from Years 5 to 12 will be conducted on:

Tuesday 21 March 3.40pm – 8.00pm – ONLINE VIA ZOOM.

Thursday 23 March 3.40pm – 8.00pm – ON SITE at the MADDINGLEY CAMPUS.

Wednesday 29 March 3.40pm – 8.00pm – ONLINE VIA ZOOM.

Teachers are unavailable for interviews between **5:40pm and 6:30pm** to ensure an adequate dinner break.

Booking an appointment with your child's teacher/s:

Interviews with your child's class teachers are to be booked online via School Box / Quick Links/ Interviews, available from the school website, www.bmg.vic.edu.au. [Parents have already been provided with log in details](#). If you have misplaced your log in details you can either request notification online or by phoning the school office on 5366 4800.

Online bookings **will open on Tuesday the 14 March at 9:00am.**

Please note that no interviews will be conducted for the subjects of **Sport, VCE Study and STAR Reading.**

Once you have booked your appointment/s, your times are automatically confirmed. **Please ensure you have all your appointments emailed to yourself once the booking has been made.**

Interviews online and onsite will be of approximately **5 to 7 minutes duration** and can **only be booked in 10 minute time slots**. This 10 minute time frame is to allow for the technical challenges of running multiple interviews via video conference and for onsite interviews, it will allow for time to move to the next interview. If you or the subject teacher believes longer time session is required, then this needs to be arranged directly with the subject teacher and will be held outside of the advertised Parent /Teacher interview times.

Online bookings **will close 1 day prior to each interview day**. Once a booking has been made it is confirmed unless contacted by relevant staff member or school administration.

Accessing Online interview via zoom:

Once you have chosen your child's interview times you will receive a confirmation of your chosen times for your child/ren.



The following is a simplified example of what you will see:

-For **Online** bookings:

Tuesday 21 March, 2023 at 4:00pm – Room <https://mybmg.zoom.us/j/1234567890> , Mr Teacher,
Your child's name or

-For **Onsite** bookings:

Thursday 23 March, 4:00pm, Room L2, Mr. Teacher, Your child's name.

If you opt to access ONLINE interviews, you will need to **either click on the link next to Room or copy and paste the web address into your web browser**. Please note you may be prompted to download the zoom application at this stage. You will then be placed in a virtual waiting room ready for the appropriate staff member to invite you to the Parent /Teacher Interview.

Trouble Shooting

It is inevitable that technical issues will arise when using any video conferencing software like Zoom. You may experience the following issues:

- Video and microphone issues
- Incorrect web address used
- Internet connection issues
- Frozen screen and software malfunction

To remedy the situation:

Close the Zoom application/program completely. Re-start your internet browser and re-enter the relevant web address from your parent portal confirmation.

If this process does not remedy any of the issues please email the staff member to organise a phone conversation to be conducted on another day.

As zoom meetings have limited times, you may find you are in a waiting room and then the waiting room disappears. In this case the staff member will start a new zoom meeting (with the same ID number) and you will need re-join the waiting room or meeting.

Onsite Interviews:

For onsite interviews, staff will be allocated to rooms through out the school. You will be sent a copy of the teachers allocated rooms prior to the interviews, please wait outside the room to be called in for the interview.

Yours sincerely,

Scott Bayne
Assistant Principal
Head of Middle School

Erin Thornton
Assistant Principal
Head of Senior School

Kevin Richardson
Senior Deputy Principal