

Dear Parents/Guardians,

Term 1 Case Conferences will take place in the following weeks. Please ensure you book a time to meet. For parents new to the case conference system these meetings involve the SAER Deputy Principal or Learning Support Coordinator, Class Room Teacher and at times our School Psychologist. The meetings are usually 50 minutes in length and are held in the school office.

If you require Mikhaela Powell (school psychologist) to be present for the Case Conference please book on a **MONDAY or TUESDAY** only.

Our case conferences for this round will be held on:
Monday 17th March through to Thursday 3rd April.

For these interviews we use an internet- based booking system called Booked (formally known as PTO). It will save time for parents, staff and students.

Using this system you can book the interview times that suit you best from any internet-connected computer or by down loading the Booked app for your smart phone.

For an internet-connected computer please access the system as follows:

- Go to the school's home page <https://forestcrescentps.com>
- Scroll to the bottom of the page
- Click the Booked icon under Case Conferences.
- **Enter your surname and email address used by the school to receive a pin to log in.**



Full instructions are provided to you after log in.

Alternatively, you can download the app for your smart phone from itunes store or google play store.

Search for Booked and the following icon.

Click on app – you will then be prompted for a school code which is - swahg



Enter your surname and email address used by the school to receive a pin to log in.

Follow the prompts in the app for booking an interview time.

Please note the following points:

- **ONLINE BOOKINGS WILL OPEN FRIDAY 7th MARCH 3pm.**
- When you log on, the system displays only your own child/children.
- You will only see time slots that are *available* at the time you are using the system. As time slots are booked for teachers, those time slots are no longer displayed as available. Booked prevents double-booking of teachers or parents/guardians.
- When you have made all the bookings you require, you can download or email a *report* of your bookings in time order for printing. You can log in and *change bookings* any time **up to Friday 14th August at 3pm. Any changes after this date can only be made by contacting the school.**
- Other parents may be making bookings at the same time that you are using the system. It is possible, though unlikely, that a time slot is displayed to you as available, but is then booked by another parent shortly afterwards. If you then attempt to book this time slot it will not be available and a message will be displayed to indicate this.

If you encounter any problems using Booked please contact Rachael Spencer (Deputy Principal) or Carol McLagan in the school office on 9232 3550.

Kind Regards

Rachael Spencer
Deputy Principal
Forest Crescent Primary School