



3 June 2024

Parent / Teacher Conferences

Dear Parent/Carer,

This year Jasper Road Public School will be using School Bytes to schedule our Parent / Student / Teacher Conferences. This is a quick and convenient way for you to schedule conference times that suit your family best. Booking a conference can be completed via the School Bytes app or online.

<https://portal.schoolbytes.education/auth/login>

Further information on completing the booking process can be found over the page.

3M conferences will take place on Monday 29 July between 2:00pm – 7:00pm.

Bookings will open on Wednesday 12 June at 12:00pm and close on Thursday 27 June at 5:00pm.

These conferences will be held face-to-face. Conferences are strictly 10 mins and spaces are limited. If you require more interview time, please contact your teacher directly to make alternative arrangements.

For parents that don't have access to the Internet please see the office. Alternatively, parents may send a note to school with the approximate times they require, or phone the school on 9639 6801.

Parents can cancel their interview bookings any time prior to the closing date in School Bytes. Parents wishing to change their interview times should contact the school directly on 9639 6801.

We look forward to meeting with you.

Yours Sincerely

Mr Craig Warner
Principal

Book a Parent - Teacher Interview

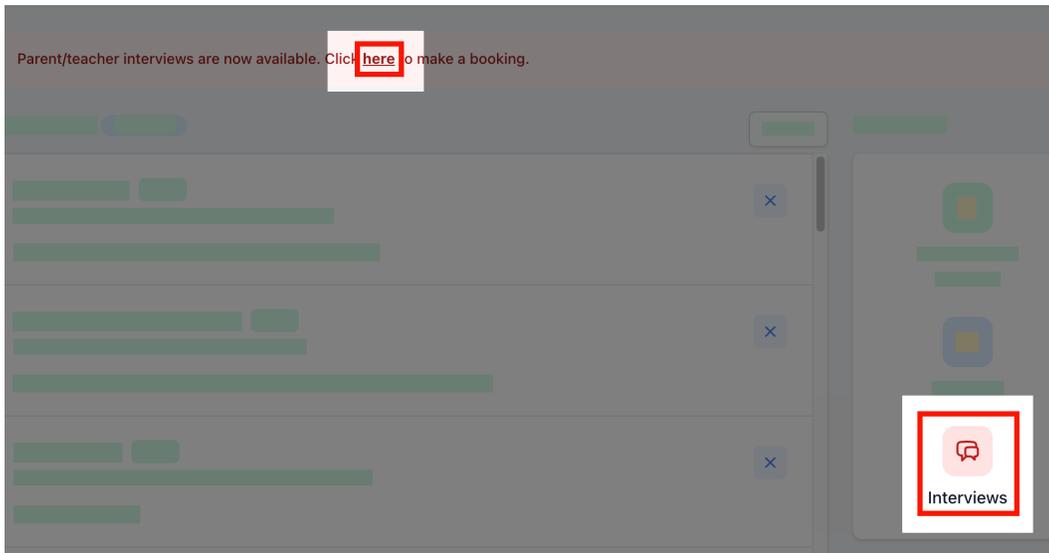
1. Log into the parent portal –

<https://portal.schoolbytes.education/auth/login>

On the dashboard screen, a red banner will appear, notifying you that parent-teacher interviews are now available for booking.

2. Click on the 'here' hyperlink or select interview

You will be re-directed to the interview booking panel to create a new booking. Students' available sessions will display on the right-hand side of the bookings panel.



3. Select the student's name.

This is your child's name, and if you have multiple children, select the required child.

A form field labeled "Student *" with a red box around the input area. The input area contains a blurred name and a dropdown arrow on the right.

4. Select an interview session.

A form field labeled "Session *" with a red box around the input area. The input area is empty and has a dropdown arrow on the right.

5. Select the teacher.

A form field labeled "Teacher *" with a red box around the input area. The input area is empty and has a dropdown arrow on the right.

6. Select a date.

A form field labeled "Date *" with a red box around the input area. The input area is empty and has a dropdown arrow on the right.

7. Select the preferred interview time slot.

Only one (1) time slot can be booked.

A form field labeled "Time *" with a red box around the input area. The input area is empty and has a dropdown arrow on the right.

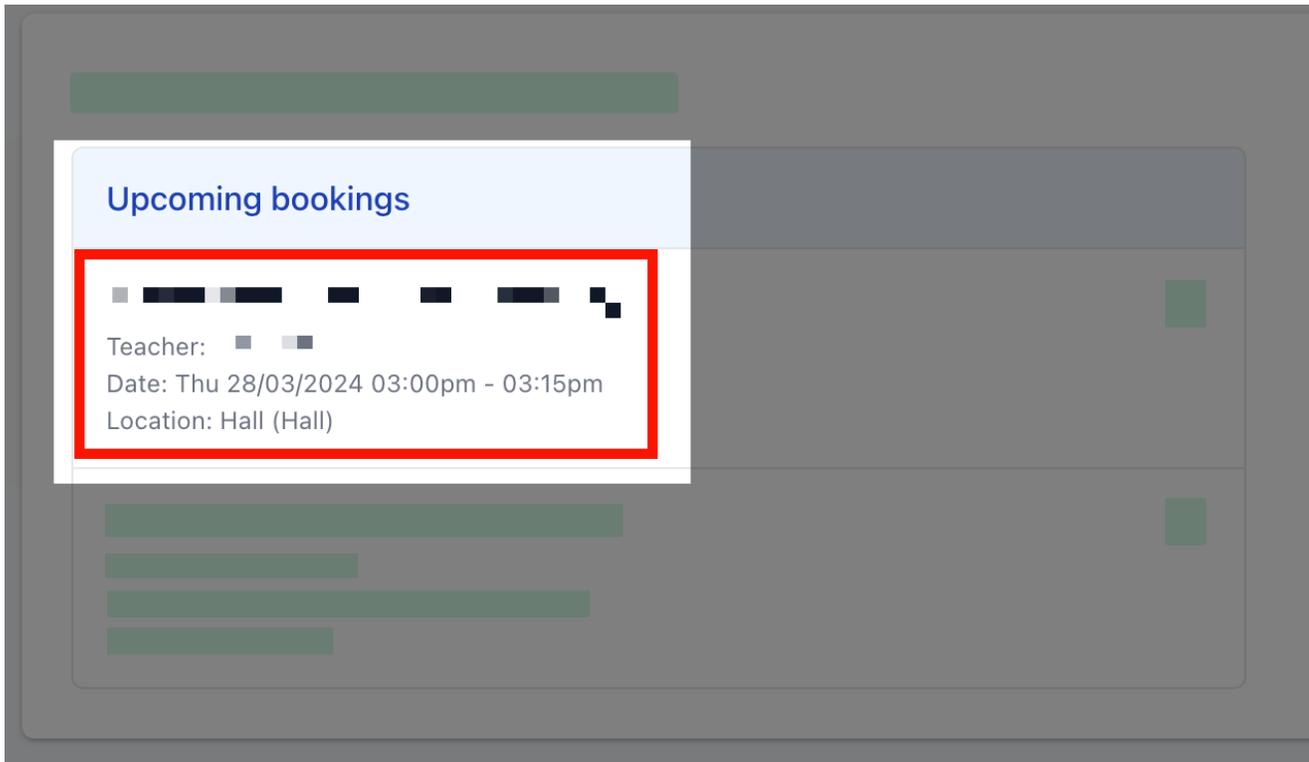
8. Optionally, add comments.

A form field labeled "Comment" with a red box around the input area. The input area is empty and has a small icon in the bottom right corner.

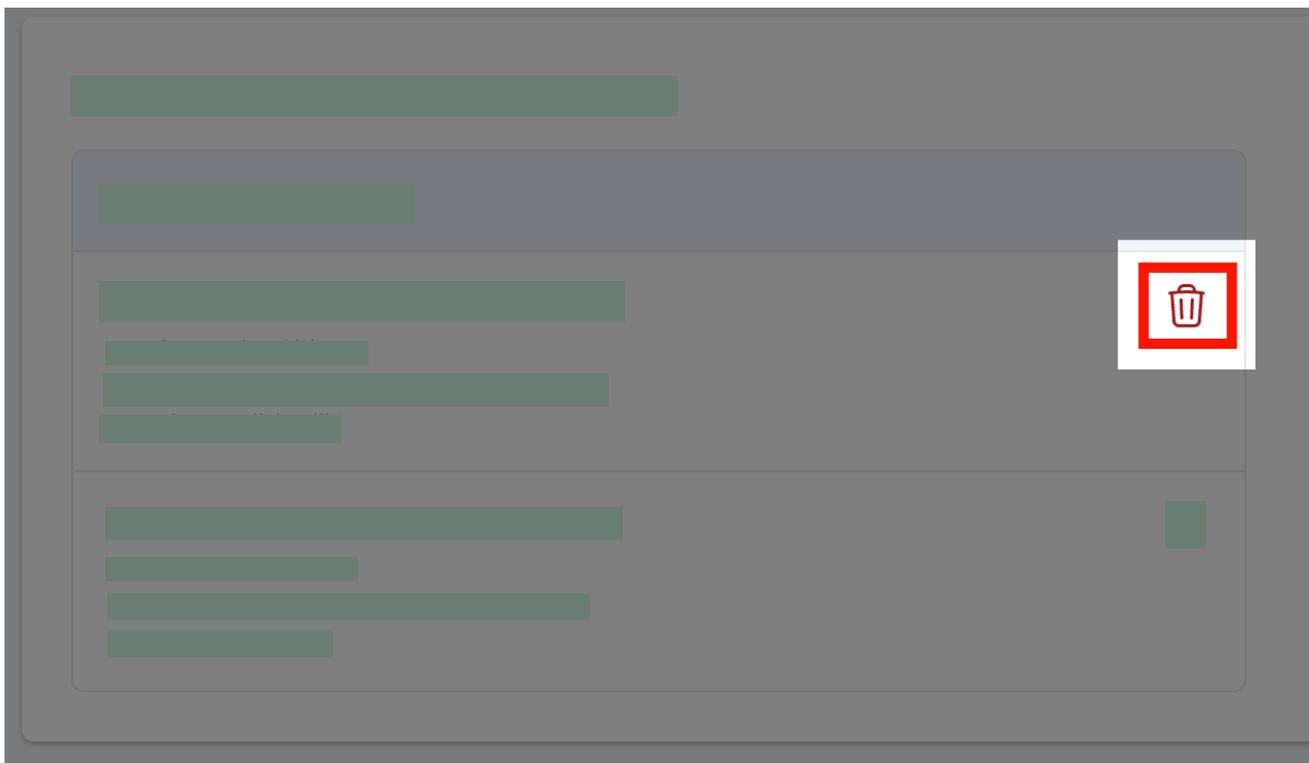
9. Select submit.

A dark grey button with the word "SUBMIT" in white capital letters, highlighted with a red box.

Your booking has been secured and will show on the 'Your bookings panel' at the bottom of the screen.



10. Optionally select the bin icon to cancel a booking.



Repeat the above steps to make further bookings.