Dear Damascus College family,

Term 3 Teacher Advisor Interviews are now open for you to book a time.

Damascus College is currently in a period of remote learning, and this will require us to conduct our interviews remotely (via MS TEAMS) this term. Throughout this period, the College's priority is to ensure that members of the Damascus College community remain safe, stay connected, and maintain quality learning and teaching. We believe our TA interviews, which connects school and families, are more important than ever at this time, and we ask you to please prioritise this interview.

Please read the important information below in regard to the booking process for this TA Interview.

**What is the focus of the TA Interview?**
These interviews are at the forefront of our spiritual, pastoral and academic communication with families. It is expected that students and parents are in attendance. The interview will include a review of goals set for all students from Years 7-12 in Semester 1, as well as acknowledging any concerns and setting pathways to move forward.

This TA interview will also be the final formal TA meeting for Year 12 students. For many, this has been a relationship that has lasted for the whole period of secondary education. Along with the concerns of goals for the remainder of the year and life beyond school, there is the important human need to show gratitude for what has been a very significant relationship. The relationship is not concluded, of course, until graduation, but this will be the final TA interview as such.

The Term 3 TA interviews will focus on setting goals for Semester 2 (upon reflection of Semester 1 results). Additionally, for students currently in Years 8-12, this TA interview will focus on preparing students for their future, including Careers, Pathways, and Subject Selection discussions.

**Student expectation on TA days**
We have altered available booking times for this round of interviews, mindful of the demands of extended time on screens. For students, Monday afternoon will be different, as this will be self-directed learning time. We encourage students to use this time to finish any set classwork. Teachers will be unavailable on this afternoon due to being in interviews.
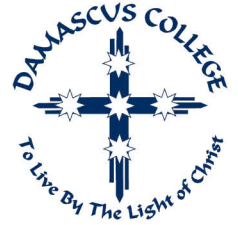
**TA Interview Options**
- **Monday, 26th July (1:45 pm – 3:45pm – last booking time)**
- **Tuesday, 27th July (8:30 am – 3:45pm – last booking time)**

These interviews will be held through **MS Teams ONLY.**

There are no formal classes for students on Tuesday.

**DAMASCUS COLLEGE LTD** ACN 609066775
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The College encourages parents/guardians and the student to be present around the student device to receive a video call. Please try and book your times online so that you can be together around the student device. If a parent is unable to be with the student, please email your TA and provide your phone number, and you will be brought into the interview via an audio call.

We ask all parents/guardians to book their interviews online through PAM. If you have forgotten your password, please click on the 'Forgotten Password' tab on the PAM sign-in screen.

**Online bookings will close on Friday 23rd July at 4:00pm**

This allows the opportunity for Teacher Advisors to prepare for the forthcoming interviews.

**What do I need to prepare for my student's TA Interview in MS Teams?**
The College will be using the MS Teams program to facilitate the interview. This will be done through your student's school device. Your student should be familiar with Microsoft Teams from the remote learning period.

In the event parent/guardians cannot engage using Microsoft Teams, the Teacher Advisor will conduct the interview by contacting you using your preferred phone number*.

* Please note that the parent/guardian will engage with the Teacher Advisor through a server-based phone number (02 83……).

Prior to your appointment commencement time, please ensure the following:
- Your student is aware of the interview time you have booked on PAM.
- Have the student's device ready and charged prior to the appointment time.
- The microphone picks up all background noise, so it is best in a quiet room or area.
- <u>Make sure the video and microphone are switched on</u> and the volume is turned up.
- Students are to be appropriately dressed, i.e. no pyjamas or dressing gowns.
- The teacher will call through to the student's device using Microsoft Teams. Please click the blue phone and answer.
- Families who have shared care arrangements:  the interview will be conducted with the parent that the student is staying with at the time of the interview. If the other parent is wanting a conversation with the Teacher Advisor, they are more than welcome to email the Teacher Advisor directly, provide a phone number, and the TA will bring these family members in for an audio call.
- Have the device ready and waiting prior to the scheduled appointment time.  For example, if your appointment is at 8:30am, please be prepared at 8:25am.  It is very difficult for TAs to catch up once they fall behind, and they want to be punctual for the next family.
- Always remember that your TA is there to support your family and that all conversations at Damascus College should be conducted in a spirit of mutual respect.

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**SUPPORT**

**Office Contact and Support**
Limited Office staff are located at the College due to COVID 19 restrictions. If you are having difficulty with PAM or making a booking, the most efficient support can be obtained by emailing Aleceia Gason at a.gason@damascus.vic.edu.au. You may ring the College if needed, but email is the most efficient medium at this time.

**How To Make Your Appointment**
Please access the system as follows:

- Go to the school's website: www.damascus.vic.edu.au
- Under the "Resource Hub' tab, click on PAM
- Enter your LOGIN and PASSWORD (which is included in this letter).
- LOGIN is case sensitive

OR

- Download the Damascus College, Ballarat App on any smartphone
- Tap on 'Resource Hub' and then 'PAM'
- Enter your LOGIN and PASSWORD

Regards,

Aleceia Gason
Learning & Teaching Support Office
Parent Access Module (PAM) Coordinator

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