



## BUNDOORA CAMPUS

1436 Plenty Road, Bundoora, Victoria, 3083

## PRESTON CAMPUS

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# PARADE COLLEGE

A WORLD OF OPPORTUNITIES

13 March 2026

Dear Parents/Carers,

## Semester 1 Student Progress Interviews

Mid-Semester reports will be released online on Wednesday 25 March at 2:00pm. Student Progress Interviews will be held on two dates for each campus. Please refer to the table below for details:

Date	Time	Mode	Campus / Student Group
<b>Wednesday 1 April</b>	3:45pm– 5:45pm 6:30pm – 8:30pm	In Person	Bundoora Campus (Bundoora students only)
<b>Thursday 2 April</b>	10:00am – 12:00pm 1:00pm – 3:15pm	Online (MS Teams)	All students (Bundoora and Preston Campuses)
<b>Wednesday 22 April</b> (Term 2)	3:45pm - 5:45pm	In Person	Preston Campus (Preston students only)

For in-person interviews at the Bundoora Campus, these will occur in Alphington Court and surrounding classrooms. Online interviews on 2 April will occur via MS Teams. Please note that all in-person interviews for students based at the Preston Campus will take place in Term 2 on Wednesday 22 April.

The 'Parent Teacher Interview' booking module on the Parent Access Module (PAM) will open on Wednesday 25 March at 2:00pm to enable bookings to commence. Please ensure that you take this opportunity to book interviews with your child's teachers. Interviews for each session will close at 9:00am on each day prior to the scheduled interviews. If you have not received, or have misplaced, your login details for PAM, please contact the College via the PAM support email address ([pamsupport@parade.vic.edu.au](mailto:pamsupport@parade.vic.edu.au)). Please note that some staff may be unavailable for certain times during the Student Progress Interviews. If a teacher is unavailable on these interview days, we welcome you to contact them directly to arrange a mutually convenient time for a phone conversation.

### Guidelines for Parents/Carers

- Please have your child's mid-semester report with you and any questions that you may wish to ask at the time of your interview.
- Please be mindful of the teacher's other scheduled appointments with other families.
- Interview time slots are of six-minute duration.
- For interviews conducted in person at the College. It is recommended to avoid, where possible, booking back-to-back interviews.

## **Online Interviews – Thursday 2 April**

To access the MS Teams link for each interview, parents will need to first login into their PAM account. For parents/carers who wish to join the same interview from different locations or devices:

- Each parent must log into their own PAM account separately.
- Each parent should click on the MS Teams link for the same scheduled interview.
- The first parent to join should inform the teacher that a second parent will be joining.

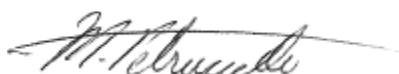
Both parents will be admitted from the waiting room to participate in the same interview session.

Please note for online interviews:

- Interview time slots are of six-minute duration.
- Join each interview on MS Teams using the link provided in your PAM account. You will then be placed in a 'waiting room'. Wait for your child's teacher to commence the interview at the scheduled time.

Instructions on how to make student progress interview bookings on PAM for either day or how to connect to your child's teacher for online interviews via PAM on Thursday 2 April are included with this letter.

Your sincerely,

A handwritten signature in black ink, appearing to read 'M. Petruccelli', with a long horizontal flourish extending to the right.

**Mr Maurice Petruccelli**  
**Assistant Principal – Teaching & Learning**

# Parent-Teacher Interviews

## How to Make a Parent-Teacher Interview Booking using PAM

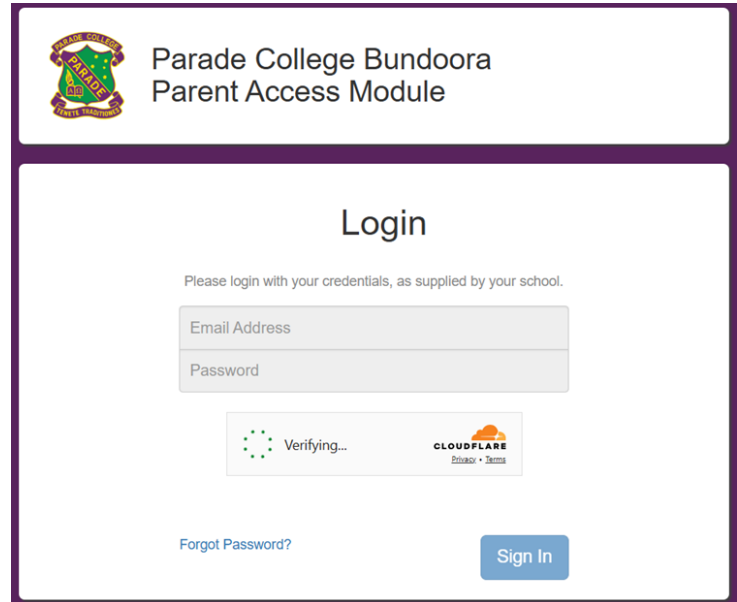
Each family has login details including **Username** and **Password** for the **Parent Access Module (PAM)** system.

If you have not received, or have misplaced, your login details, please contact the College via the email address [pamsupport@parade.vic.edu.au](mailto:pamsupport@parade.vic.edu.au)

To access PAM, go to the link <https://pam.parade.vic.edu.au/Login/Default.aspx>

Alternatively, you can access PAM from the College home page: <https://www.parade.vic.edu.au/> and click on the PAM link under **Parade Portals** at the very bottom of the home page.

The screen should appear as shown right.



Enter your **Username** and **Password** and click on the **Sign in** button. Complete the **2-factor Authentication** code process and the following PAM home screen should appear.

**Students**

Show Inactive Students

Student ID: [redacted]  
Year 9/  
Attendance: 96.42% this semester  
9 Active Lesson Plans  
13 Active Tasks 3 Overdue Tasks

Student ID: [redacted]  
Year 7/  
Attendance: 97.39% this semester  
1 Active Lesson Plan  
10 Active Tasks 1 Overdue Task

**Parent Teacher Interviews**  
Click here to enter.

**Parent Notified Absences**  
Click here to enter.

**Daily Messages**

**Year 7 Camp and Treacy Trail Info**  
Please see the table below for information regarding Year 7 Camp and Treacy Trail:

	Bodkin House	Hughes House	Lynch House	N
Mon 6/3/23	Treacy Trail Meet in Westcourt Walk at 8.50am (after Tutor Group)	Treacy Trail Meet in ERC Plaza at 8.50am (after Tutor Group)	Treacy Trail Meet in Alphington Court at 8.50am (after	

Click the **Parent Teacher Interviews** to bring up the following screen.

## Parent Teacher Interview Booking

██████'s Classes for Interview

- \*\* Parent Teacher Student Interviews 4 April 2023 +
- ! PTI Test +

**Booked Times** +

7th March 2023 2:50pm - 2:57pm (7 minutes)

████████✕

Class:   
Teacher: :

Virtual meeting link will be available on the day of the interview.

In this sample you will see that an interview has been made already.

As a parent, you can cancel an interview by clicking on the ✕ button.

To request an interview with a teacher, use the drop-down box **Select Student**, to choose which child you would like to make a booking for.

Expanded the appropriate interview run using the + icon. The list of available subjects for the student will appear for which you can make an interview request. Actual details will be different for each Parent Teacher interview run.

Interview Run Name (number of subjects) -

Location

Date and Time Description

ExCEL - Setting Up A Small Business
Lower Tutor Group
Lower Tutor Period
Year 9 English
Year 9 High Performance ACC Sport: Semester 1
Year 9 History
Year 9 Mathematics
Year 9 Media
Year 9 Religious Education
Year 9 Science

Click the subject you want to book. The selected teacher's available time slots will appear in the box to the right.

Click the time slot you would like for the booking, followed by the **Book Interview** button.

Interview Run Name (number of subjects)

Location

Date and Time Description

ExCEL - Setting Up A Small Business
Lower Tutor Group
<b>Lower Tutor Period</b>
Year 9 English
Year 9 High Performance ACC Sport: Semester 1
Year 9 History
Year 9 Mathematics
Year 9 Media
Year 9 Religious Education
Year 9 Science

**Teacher:** Stavroula Tsembras

1:30pm, 7th March 2023

1:38pm, 7th March 2023

1:46pm, 7th March 2023

**1:54pm, 7th March 2023**

2:02pm, 7th March 2023

2:10pm, 7th March 2023

2:18pm, 7th March 2023

2:26pm, 7th March 2023

2:34pm, 7th March 2023

2:42pm, 7th March 2023

2:50pm, 7th March 2023



2:58pm, 7th March 2023

**Book Interview**

Your interview will be recorded in the list towards the bottom of the screen.

### Booked Times


7th March 2023 2:50pm - 2:57pm (7 minutes)

Class:

Teacher:

Virtual meeting link will be available on the day of the interview.

Once you have finished making bookings, you can obtain a printout by clicking on the printer  icon.

Click on the **Generate Report** button to produce a \*.pdf document which you can then printout.

## Parent Teacher Interviews Booking Report

[Return to Parent Teacher Interview Bookings](#)

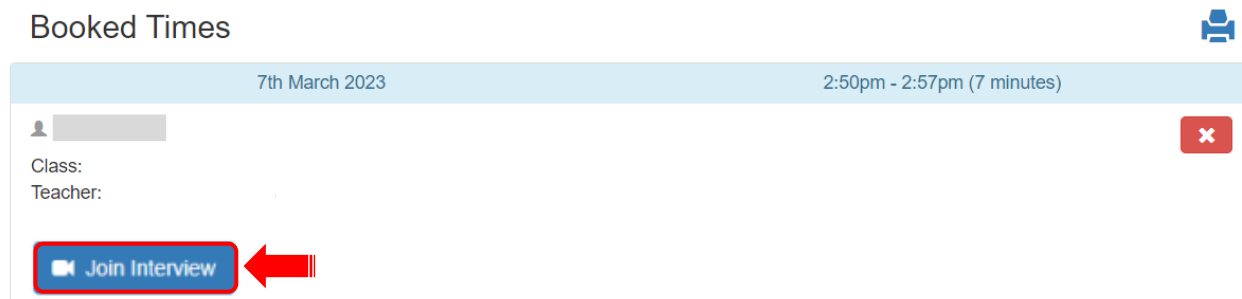
Group Interviews by:

Start each date on a new page

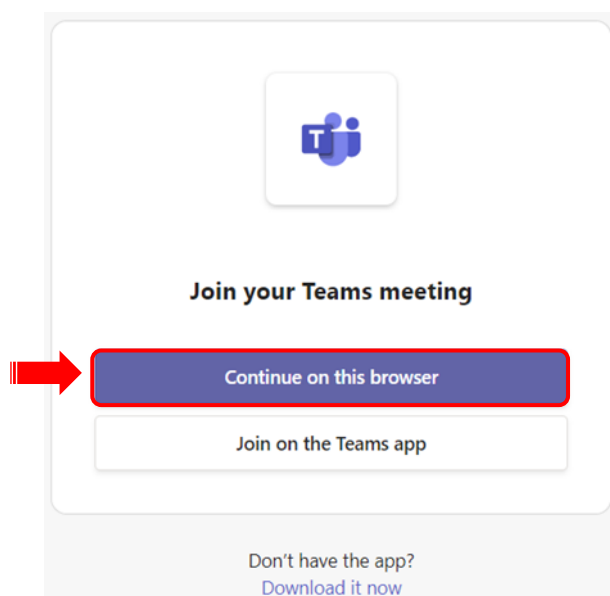
**Generate Report**

## Attending an Online Parent Teacher Interview using PAM

If the **Parent Teacher Interviews** are being held online, you will be provided with a **Join Interview** link to the **Microsoft Teams** online meeting. Just before the scheduled meeting time you would click on the link provided and follow the onscreen prompts to join the meeting.



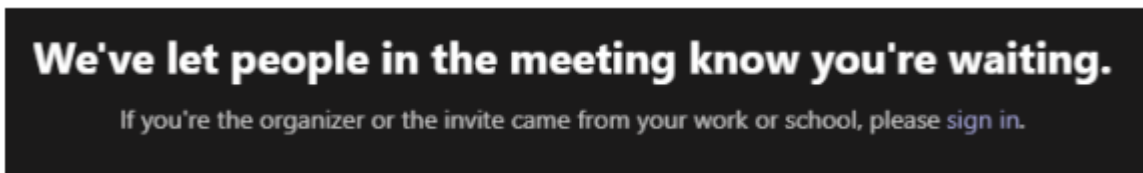
Once you have clicked the **Join Interview** link you will be presented with the following options. Select the option **Continue on this Browser**.




Enter your name and make sure you have your camera and microphone turned on, then click **Join now**.

The following message will appear, and you will be admitted to the meeting when the teacher is ready.

**Note:** you do not need to sign in as the message suggests, just wait.



Once in the meeting you will see the following toolbar on your screen. At the end of the meeting, you simply click on the hang-up  option.

