



PARADE COLLEGE

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A WORLD OF OPPORTUNITIES

21 August 2026

Dear Parents/Carers,

Student Progress Interviews, Term 3 2026

As we approach the end of Term 3, parents and carers are invited to participate in the final Student Progress Interviews for 2026. These interviews provide an important opportunity to discuss your child's progress, achievement and areas for further growth with their teachers. All Student Progress Interviews will be conducted online via Microsoft Teams, with bookings made through the Parent Access Module (PAM).

Please note that the Year 11 and 12 VCE and VCE VM Student Progress Interviews, which were postponed earlier this term, have now been rescheduled for Tuesday 8 September.

Year 11 and 12 VCE and VCE VM Student Progress Interviews – 8 September

The final Student Progress Interviews for Year 11 and 12 VCE and VCE VM students will be held online on:

Date: Tuesday 8 September

Session 1: 4:15 pm to 6:00 pm

Session 2: 6:45 pm to 8:30 pm

Bookings can be made through the Parent Teacher Interview booking module on PAM.

Bookings open: Thursday 27 August

Bookings close: 12:00 pm on Thursday 3 September

Year 7 to 10 Student Progress Interviews – 16 September

The final opportunity for Year 7 to 10 Student Progress Interviews this year will be held online on:

Date: Wednesday 16 September

Session 1: 1:30 pm to 3:15 pm

Session 2: 4:15 pm to 6:00 pm

Session 3: 6:45 pm to 8:30 pm

Bookings can be made through the Parent Teacher Interview booking module on PAM.

Bookings open: Thursday 27 August

Bookings close: 9:00 am on Monday 14 September

Year 10 Students Accelerating in a VCE Unit 1 and 2 Subject

Year 10 students who are undertaking a Unit 1 and 2 VCE subject, excluding Religious Education, may book an interview with the teacher of their accelerated VCE subject during the Year 11 and 12 VCE and VCE VM Student Progress Interviews on Tuesday 8 September. These students will not be able to book interviews with their VCE subject teacher during the Year 7 to 10 Student Progress Interviews on Wednesday 16 September, as final VCE interviews are being held on Tuesday 8 September.

Interviews with their other Year 10 subject teachers should be booked as part of the Year 7 to 10 Student Progress Interviews on Wednesday 16 September.

Accessing Online Interviews

To participate in scheduled online interviews, parents and carers will need to:

1. Log in to their PAM account on the day of the interviews.
2. Access the relevant Microsoft Teams link provided for each scheduled interview.
3. Join each meeting at the allocated interview time.

If more than one parent or carer wishes to attend an interview but cannot join from the same device, each person will need to log in using their own PAM account to access the meeting link. Please inform the teacher at the beginning of the interview if another parent or carer will be joining separately.

If you have not received or have misplaced your PAM login details, please contact the College at:

pamsupport@parade.vic.edu.au

Instructions on how to make Student Progress Interview bookings through PAM and how to connect with your child's teachers online are included with this letter. When making a booking, please keep a record of your interview times for future reference.

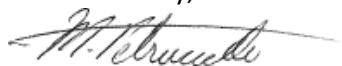
Important School Arrangements for Wednesday 16 September

To support the Year 7 to 10 Student Progress Interviews on Wednesday 16 September, the following school arrangements will apply:

- All students will be dismissed at 12:50 pm.
- **Classes will run as normal for Tutor Group and Periods 1 to 4.**
- College bus services will accommodate the early finish and will depart at 1:00 pm.
- Year 12 Trial Exams scheduled for this day will occur as per the published Year 12 Trial Exam timetable.
- The College will not provide student supervision after the 12:50 pm dismissal.
- The Nash Learning Centre, NLC, and canteen will be closed after dismissal.

We encourage families to take the opportunity to meet with teachers and discuss their child's progress as we move towards the conclusion of the school year.

Yours sincerely,



Mr Maurice Petrucci
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.

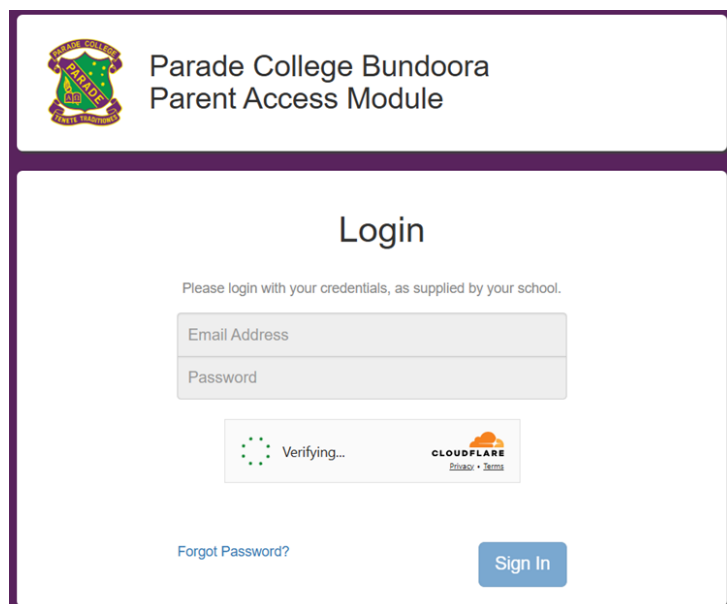
If you have not received, or have misplaced, your login details, please contact the College via the email address pamsupport@parade.vic.edu.au

To access PAM, go to the link

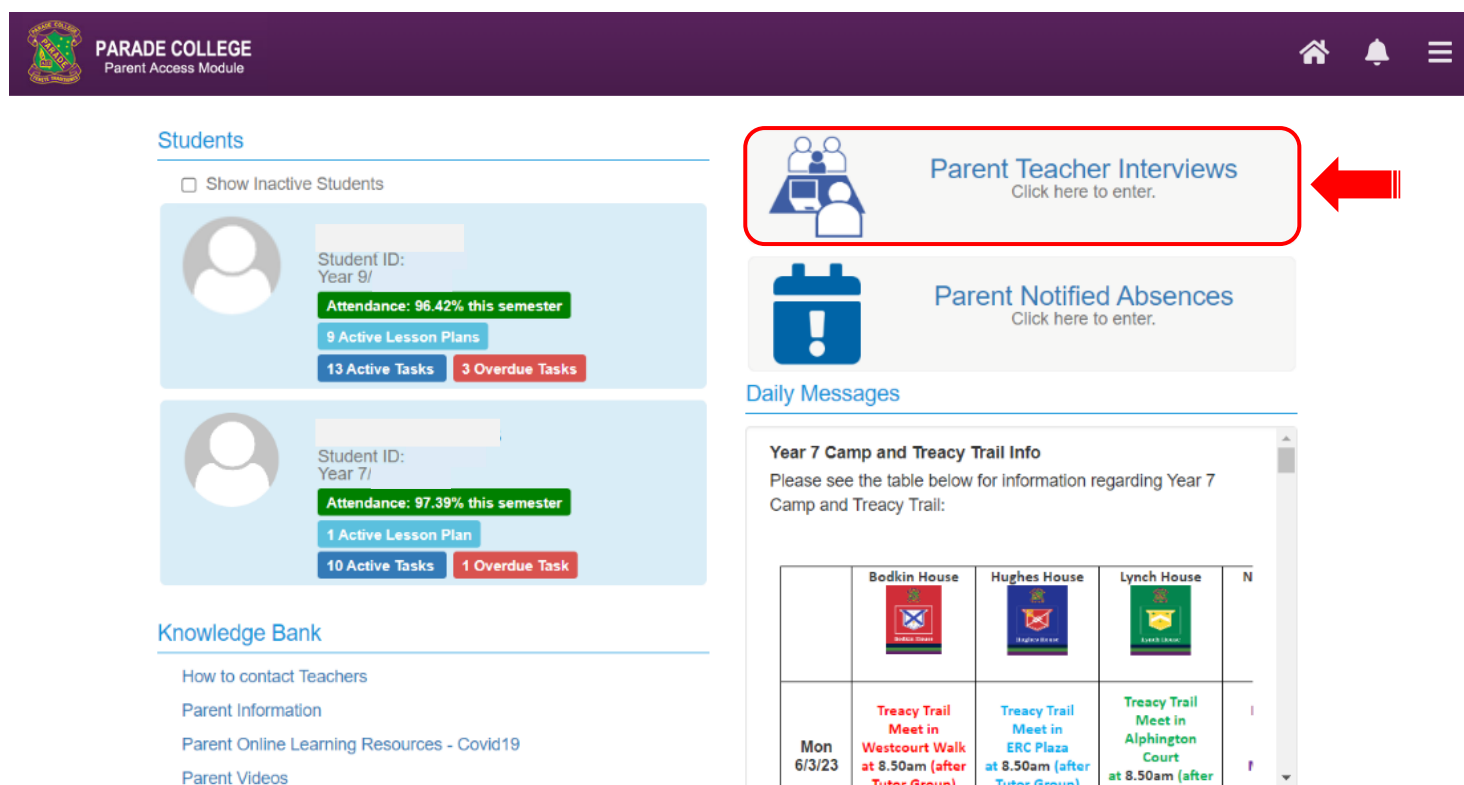
<https://pam.parade.vic.edu.au/Login/Default.aspx>

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.



	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

Select Student... ▾

'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

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

Teacher: Stavroula Tsembas

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
3:06pm, 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: Student, Date, Interview Time

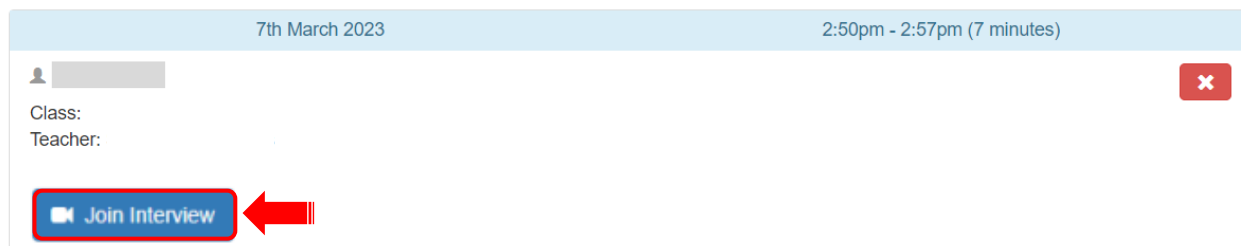
☐ Start each date on a new page

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.

Booked Times

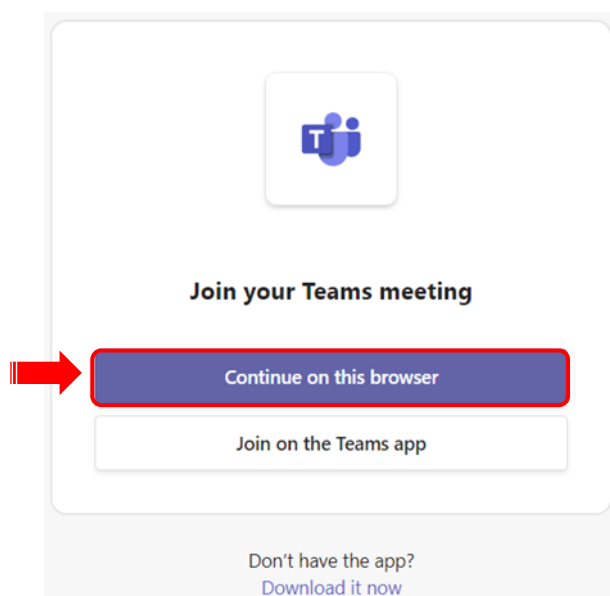


7th March 2023 2:50pm - 2:57pm (7 minutes)

Class:
Teacher:

Join Interview

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



Join your Teams meeting

Continue on this browser

Join on the Teams app

Don't have the app?
[Download it now](#)



Join now

Conexant HD Audio

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

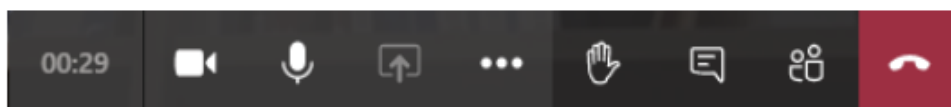
The following message will appear, and you will be admitted to the meeting when the teacher is ready.

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

We've let people in the meeting know you're waiting.

If you're the organizer or the invite came from your work or school, please [sign in](#).

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.



00:29

Hang-up