

# LITERACY LEARNING CONVERSATIONS



During week 4 (6<sup>th</sup> – 9<sup>th</sup> May), Silverton will be holding literacy learning conversations with parents and students to share Term One's Reading and/or Writing learning intentions as well as your child's personalised literacy goal/s.

Please follow the instructions below to book, via Sentral, a **face-to-face** 10-minute meeting with your child's Reading/Writing Workshop teacher.

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**NOTE:** If you would prefer an online meeting please book via Sentral as per the attached face-to-face instructions and then follow the 'How to message your Literacy Teacher' instructions to send a message to your child's Literacy Group teacher requesting an online meeting link.

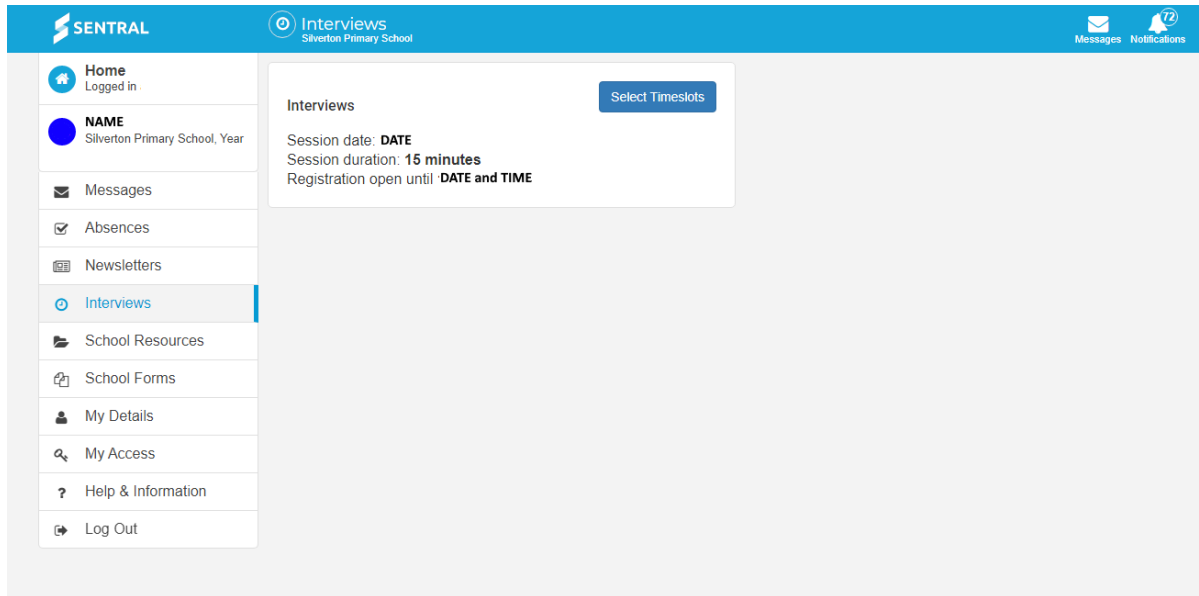
# Central Parent Portal

## How to book your "Interview"

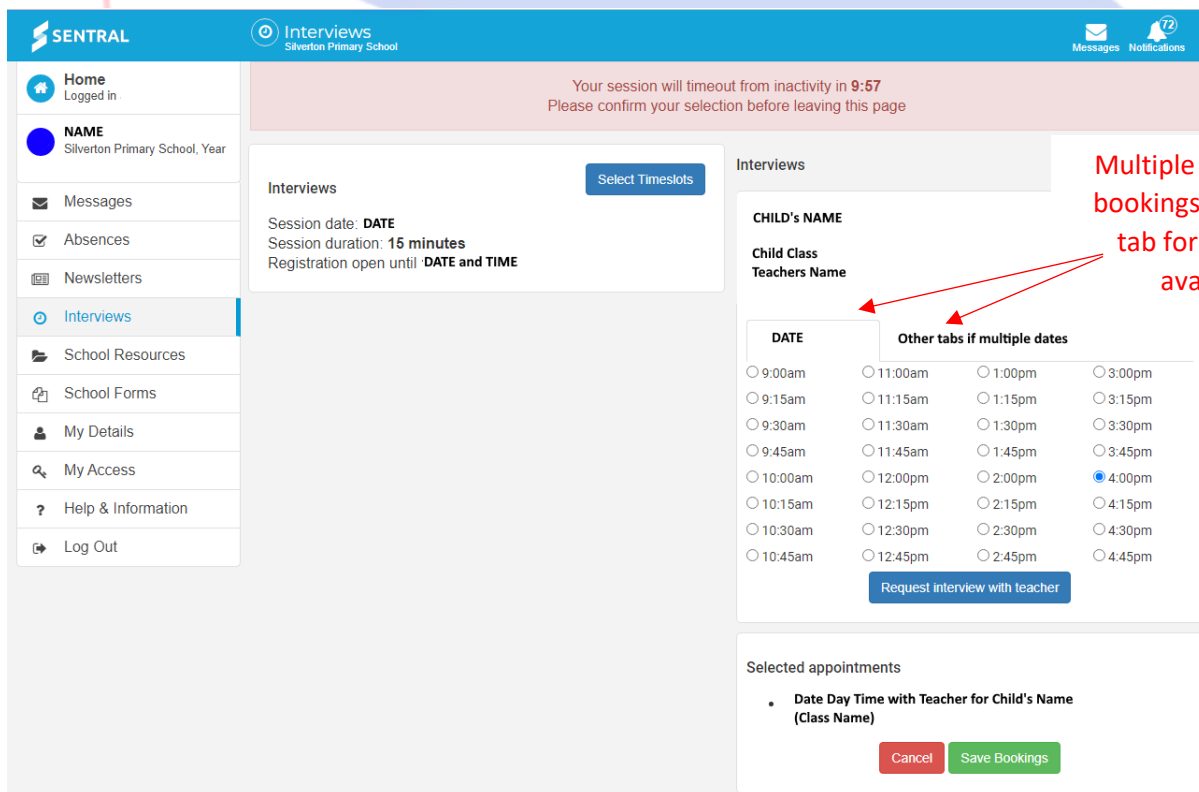
Book from Central Parent Portal

Login into Central Parent Portal and select **Interviews**

<https://central.silverton-ps.vic.edu.au/portal2>



Select the **timeslot** you would like and hit **Save Bookings**



Your interview time will be displayed.

**SENTRAL** Interviews  
Silverton Primary School

Messages Notifications

Home  
Logged in.

**NAME**  
Silverton Primary School, Year

Messages

Absences

Newsletters

**Interviews**

School Resources

School Forms

My Details

My Access

Help & Information

Log Out

Interviews [Select Timeslots](#)

Session date: **DATE**  
Session duration: **15 minutes**  
Registration open until **DATE and TIME**

Scheduled Appointments:

**Date Day Time with Teacher for Child's Name  
(Class Name)**

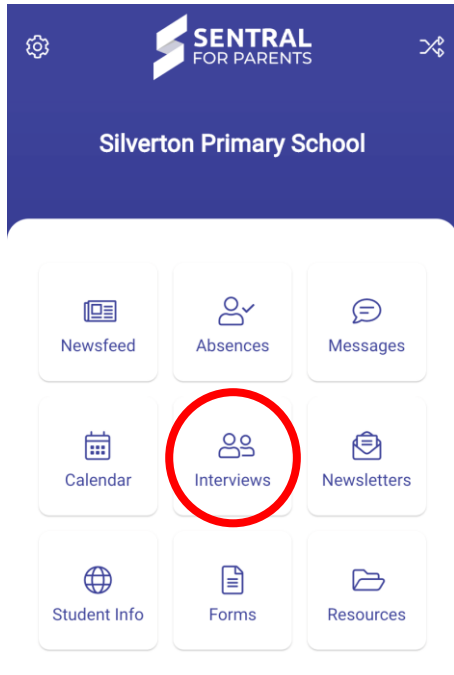
If you need to edit your booking click, **Edit Bookings** or **Select Timeslot**.

**NB: Please ensure you make a booking for each of your children.**

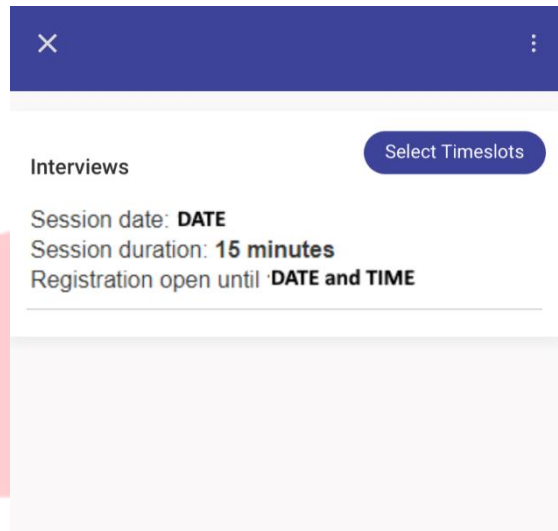


# Book from Sentral Parent App

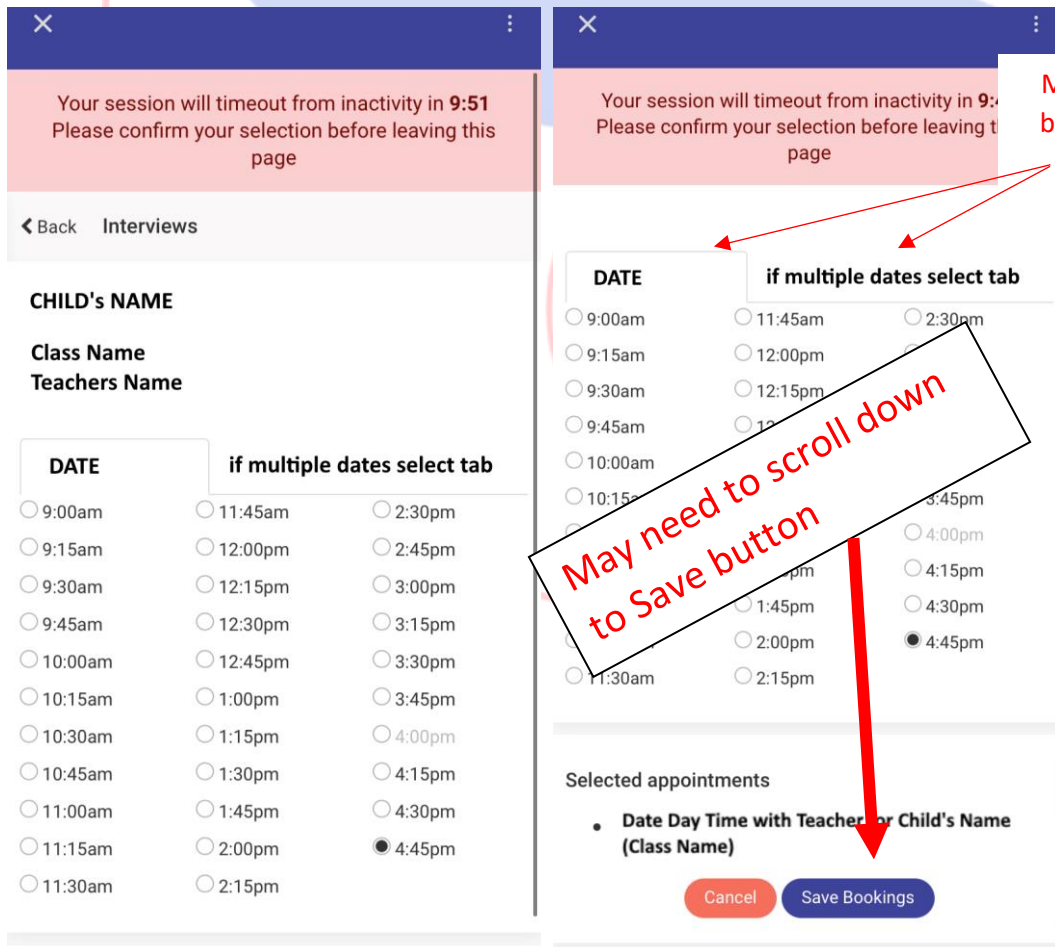
Open the App and go to **Interviews**



Select your child and Select Timeslot



Select the time and Save Booking. **NOTE: if several dates available, select tabs.**





## Interviews

Select Timeslots

Session date: **DATE**

Session duration: **15 minutes**

Registration open until **DATE and TIME**

Scheduled Appointments:

- **Date Day Time with Teacher for Child's Name  
(Class Name)**

### Confirmation Email

**From:** [admin@silverton-ps.vic.edu.au](mailto:admin@silverton-ps.vic.edu.au) <[admin@silverton-ps.vic.edu.au](mailto:admin@silverton-ps.vic.edu.au)>

**Sent:** on the day you booked

**To:** Parent Email<[parent@email.com.au](mailto:parent@email.com.au)>

**Subject:** Interviews

Dear Parent or Guardian,

Your booking for Interviews at Silverton Primary School has now been confirmed. Please find below a copy of the details for your reference. We look forward to seeing you there.

#### Parent Teacher Night Details

Dates: A copy of your schedule in order of appointments is below:

Date	Time	Child	Class	Teacher
DATE	4:45pm	Student NAME	Literacy	NAME

For your convenience, a copy of your schedule is attached in iCal format for you to add to your calendar.

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#### Silverton Primary School

77 -123 Jacksons Road

Noble Park North

Phone: 03 9795 5033 | Fax: 03 9795 7163 | Email: [silverton.ps@education.vic.gov.au](mailto:silverton.ps@education.vic.gov.au)

# How to message your Literacy Teacher

Login into Sentral Parent Portal and select **Messages**

<https://sentral.silverton-ps.vic.edu.au/portal2>

- Messages
- Absences
- Newsletters
- Interviews
- School Resources
- School Forms
- My Details
- My Access
- Help & Information
- Log Out

The screenshot shows the Sentral Parent Portal interface. The top navigation bar includes the Sentral logo, the user's name (Messages, Silverton Primary School), and notification icons. A sidebar on the left contains the same menu as shown in the previous block. The main content area is titled 'New Conversation' and contains a form with the following fields:

- Teacher:** A dropdown menu with 'Teacher's' selected. A 'Literacy Group:' field is also present, with 'Teacher's Name' selected.
- Subject:** A text input field containing 'Requesting an Online Conference'.
- Message:** A text area containing the message: 'Good Afternoon Teacher, Can I please request to have child's name learning conversation online. Please send through a meeting link.'
- Attachments:** A button to add attachments.
- Send:** A green button to send the message.

Click on Start a conversation.

A New Conversation Box will appear on the right hand side.

## New Conversation

Teacher

Teacher's Literacy Group: Teacher's Name



Subject

Requesting an Online Conference

Message

Good Afternoon Teacher,

Can I please request to have child's name learning conversation online. Please send through a meeting link.

Attachments

Send

Select your child's Literacy Group teacher from the drop down menu.

Compose a message to that teacher requesting an Online Meeting Link and press send.

Your child's literacy teacher will send you through an online meeting link prior to your meeting.

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