Dear Parents and Carers,

As part of the reporting process to parents we will be holding interviews for all students in Week 10 of Term 1, beginning Monday 28 March. This will be an opportunity to discuss your child’s progress and achievements. It will also be an opportunity to discuss future academic goals and targets. The days and times that you are able to book interviews across this week are dependent on your child’s classroom teacher availability. Please note that classroom programs have been altered on Thursday 31st March to allow for additional interview times.

This year parent-teacher interviews will be booked using an online system for your convenience. You will need to visit schoolinterviews.com.au/code and enter the school code z5c6u in order to secure your interview time(s). There are clear instructions on this site to assist you, which are also printed on the back of this note.

Bookings open TUESDAY 8 MARCH at 6:00am. You can return to the website at any time, and change your interviews until the bookings close on FRIDAY 18 MARCH at 4:00pm. Please be aware that this system operates on a strict ‘first come, first served’ basis.

For parents that do not have internet access or who require assistance, the school ICT Committee will be available in the 5/4H classroom from 3:30pm-4:30pm on Wednesday 9 March to support you in booking interviews.

Please note that interviews are 10 minutes long. The online system allows 5 minutes 'travel time' for your convenience. The smooth running of our event relies on all parents keeping to the timetable. Please consider other parents and arrive and depart on time. If you need more time with a particular teacher, please feel welcome to arrange a separate meeting or phone call.

Do not hesitate to contact the school should you have any questions or queries.

Gilliane Appave
Acting Principal
Parent-Teacher Interviews 2016
Instructions for Online Booking

Visit schoolinterviews.com.au/code

Simply enter the code and press "Go"

z5c6u

1. Enter your details
2. Select the teachers you wish to see
3. Select the appointment times that suit your family best

When you click **FINISH**, your interview timetable will be emailed to you automatically. If you do not receive your email immediately – **Check your junk mail folder AND make sure you have spelled your email address correctly**