Dear Parents/Guardians,

RE: Year 7 – 12 Parent/Student/Teacher Interviews with Classroom Teachers

Our first round of Parent/Student/Teacher Interviews will be conducted at the Lakeside Stadium on:

**Monday 1 April 3:45 – 8:00pm**

**Wednesday 3 April 3:30 – 7:45pm**

You are encouraged to book early. Please be mindful that teachers sit in alphabetical order according to their surname, so it can be helpful to build some breaks into your schedule for movement. Interviews run for five minutes and it is important that this schedule is adhered to. If there is something that you wish to discuss that will take longer, please organise this for another time.

Please note that this year, where there is a specific concern about a child’s learning progress, a Schoolbox notification titled “Parent Teacher Student Interview Required” has been posted on your child’s Schoolbox profile. Please check your child’s profile and book an interview with the relevant teacher/s as requested. We strongly encourage you to check Schoolbox regularly for assessment items and feedback.

Although these are classroom teacher interviews, you may also book in to see your child’s Homeroom teacher and our Careers/Pathways team are available for our senior students. Please be aware that part-time staff will not be available for all time slots.

On the second page of this letter, you will find details of how to log in to book your interviews. In order to book these interviews, you will need to know the names of the teachers you wish to see. You can get a full list of your child’s teachers from Schoolbox.

For these interviews, we are using the internet-based system called School Interviews, which allows you to book your preferred interview times online. Please access the link via Schoolbox. If you do not have internet access at home or elsewhere, please contact Melody Cuthbert on 9744 0000 for assistance in scheduling your appointments.

We really encourage you to bring along your children. It is important for them to receive feedback about their learning and progress. However, we are aware that sometimes this is not appropriate. Please use your discretion in this matter.

Yours sincerely,

Mr Daniel Buttacavoli
Deputy Principal – Learning & Teaching
Dear Parents,

Semester 1 Parent Teacher Interviews will be held on Monday 1 and Wednesday 3 April.

Interviews are strictly 5 minutes in length and spaces are limited.

To book your interview, go to www.schoolinterviews.com.au click on ‘Make a Booking’ and enter the code **u67fx**

1. Enter your details

2. Select the teacher you wish to see

3. Select the appointment times that suit your family best

When you click FINISH your selected bookings will be emailed to you immediately. If you do not receive your email, please check your junk mail folder, or enter the event code again and check your email address spelling. Update your details if email address is incorrect. DO NOT DELETE the email you receive. Keep it somewhere safe. You may need to refer back to it at a later date.

REMEMBER TO ADD YOUR APPOINTMENTS TO YOUR CALENDAR - reminders will not be sent home.

Bookings must be finalised by 12noon on Monday 1 April.

If you need to view, cancel, change or print your bookings:

- Click on the link in the confirmation email you received after you made your bookings

- OR return to www.schoolinterviews.com.au and enter the code and the email address you used when making your bookings.