19 October 2016

Dear Parent/Caregiver

Parent/Teacher evening

The next Parent/Teacher Interview Evening will be held on Wednesday 26 October, week 2 of Term 4. Please note, on this day, students will finish at the end of lesson 5 at 2.25 pm. Reports were given out to students during the final care group session on the last day of term 1 or have been available for collection from care group teachers since then, so by now, you should have had the opportunity to see your child’s report to determine who you would like to see and which teachers have requested to see you.

Teachers will be available by appointment on Parent/Teacher Night between 2.35 pm and 7.30 pm. All bookings will be managed online this term. To make a booking you will need to go to www.schoolinterviews.com.au. Once you are on this website, you will need to do the following:

1. Click on the School Admin button (top right)
2. Click on the link (blue underlined text) where it says To book, parents should go here
3. Enter the Event Code 5khwr
4. Enter your details in all the boxes on the screen (you must have an email address)*
5. Select the teachers you wish to see
6. Click in the boxes to book a time.

An email will be sent to you with your booking information when you finish making your bookings.

*If you do not have an email address, please phone Kayla in Reception and she can make the bookings for you.

Interviews will be limited to ten minutes so that as many parents as possible can be accommodated. Please assist us by keeping to this limit so that other parents are not inconvenienced by having to wait. If a longer time is required, or if teachers are not available, staff will be willing to arrange alternative times to meet you.

We look forward to seeing you on the day.

Yours sincerely

Jean Perry
Assistant Principal

Rob Shepherd
Principal