



School interviews 2020

Dear Parent/Carer

In week 5 of term 3, we will have our parent/teacher/student interviews. They will run **Monday 17 August to Friday 21 August** till **5.00pm** with a late night **Tuesday 18 August till 7.00pm**. Our specialist teachers will be available for interviews on this late night. Families should attend an interview with their child's teacher. The procedure is very simple and efficient; allowing you to select preferences from a range of available times.

Below is the process which provides you with the **event code** which you will need to use to log in and make one booking per child. Bookings open **Friday 31 July 9.00am** and close on **Monday 10 August at 3.10pm**. Bookings must be made within these dates. Although sessions are 15 minutes, interviews will go for a maximum of 10 minutes to allow teachers time to pack up and prepare for the next meeting. If you do not have internet access, then you may visit the front office to make a booking or call to make a booking over the phone. Please have ready a number of available times and dates for **Monday 17 August to Friday 21 August**.

Once you have made your booking and provided an active email address, you will receive a confirmation email. From this email confirmation you can change or cancel your bookings.

Should you require any assistance or have any questions regarding the booking system please contact the front office.

Regards,
Josh Vick

Booking Procedure

Go the website www.schoolinterviews.com.au

1. Select **Make a Booking**
2. Select the booking event code field and type the event code - **uynwa**
3. Select **GO**
4. Enter your **email address**
5. Enter your **name**
6. Select **how many** students you are booking for
7. Enter your **child(rens) name**
8. Select **GO**
9. Select the **teacher** for each of the children you created
10. Select **GO**
11. Select the **day and time** you would like for your parent-teacher interview
12. Select **GO**
13. Select **FINISHED**