

27 April 2016

**ONLINE BOOKING INSTRUCTIONS – TWO WAY INTERVIEWS (Kindy to Pre-Primary) and
THREE WAY INTERVIEWS (Year 1 to 6)**

Dear Parents

Term 2 Two Way Interviews for Kindy and Pre-Primary (Parent/Teacher) and Three Way interviews for Years 1 to 6 (Parent/Teacher/Student) will be held on **Wednesday 1 June**. The Two Way Interviews for Kindy/Pre-Primary will be held in the **Hall Meeting Rooms**. Year 1 to 3 Three Way Interviews will be held in the **Multi-Purpose Room** and the Year 4 to 6 Three Way Interviews will be held in the **Library**.

This term we are continuing with our **online booking procedure**. This is a simple process aimed at streamlining administration of the interviews while allowing families to see bookings made and assess teacher availability in a timely way.

For parents that do not have internet access, help will be available via the School Office from Monday morning 2 May from 9am to 9.30am and Monday afternoon 2 May from 2.30pm to 3pm.

Please note that interviews are still strictly 15 mins and popular times are limited. If you require more time than 15 mins, please contact your teacher directly to make alternative arrangements.

BOOKINGS OPEN Monday 2 May at 9am

BOOKINGS CLOSE Friday 27 May at 3pm

Go to www.schoolinterviews.com.au and follow these simple instructions.

Simply enter the code **sf2fw** and press "Go"

 

Enter your details



Select the teachers you wish to see



Select the appointment times that suit you 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 that you have entered your email address correctly.

You can return to www.schoolinterviews.com.au at any time, and change your interviews - until the bookings close on **Friday 27 May at 3pm**.

You may change your bookings, any time prior to the closing date, by re-visiting the www.schoolinterviews.com.au website, and use the same event code. Remember to use the same name and email address, you used when you made your original booking. Parents wishing to change their interview times after the closing date, should contact the school directly on: 9256 9696

With thanks, **St Emilie's School Leadership Team**