

25 July 2016

ONLINE BOOKING INSTRUCTIONS
TWO WAY INTERVIEWS (Kindy to Pre-Primary) and
THREE WAY INTERVIEWS (Year 1 to 6) -- Term 3 2016



STEMILIE'S CATHOLIC
PRIMARY SCHOOL

Growing in Grace

Dear Parents

Term 3 2016 Two Way Interviews for Kindy to Pre-Primary(Parent/Teacher) and Three Way Interviews for Year 1 to 6 (Parent/Teacher/Child) will be held on **Wednesday 24 August 2016**. The Two Way and Three Way interviews will be held during the day. The Kindy and Pre-Primary Two Way Interviews will be in the School Hall, Year 1 to 3 Three Way Interviews will be in the MPR and the Year 4 to 6 Three Way Interviews will be in the Library.

This year 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 1 August from 9am to 9.30am and Monday afternoon 1 August from 2.30pm to 3pm.


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

BOOKINGS OPEN Monday 1 August at 9am

BOOKINGS CLOSE Friday 19 August at 3pm

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

Simply enter the code **ber9c** 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 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--until the bookings close on **Friday 19 August at 3pm**. 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