

ONLINE BOOKING INSTRUCTIONS **TWO WAY INTERVIEWS (Kindy to Year 6)**

Dear Parents

Term 4 Two Way Interviews for Kindy to Year 6 (Parent/Teacher) will be held from **Tuesday 8 November to Friday 18 November**. These interviews will be held before and after school, as well as during some teacher's DOTT time during the day.

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 on Monday morning 24 October from 9am to 9.30am and Monday afternoon 24 October from 2.30pm to 3pm.

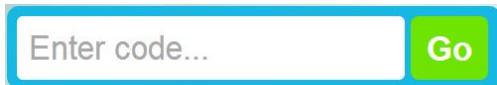
Please note that interviews are strictly 15 mins and popular times are limited. If you require more time than 15 mins, please contact your teacher directly to make alternative arrangements.

BOOKINGS OPEN Monday 24 October at 9am

BOOKINGS CLOSE Friday 4 November at 9am

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

Simply enter the code **hh53j** 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 booking, any time prior to the closing date on **Friday 4th November at 9am**, by re-visiting the www.schoolinterviews.com.au website, using 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 Catholic Primary School Leadership Team