

11 May 2018

ONLINE BOOKING INSTRUCTIONS
TWO WAY INTERVIEWS (Kindy to Pre-Primary) and THREE WAY INTERVIEWS (Year 1 to 6) --
Term 2 2018

Dear Parents

Term 2 2017 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 6 June 2018**. The Two Way and Three Way interviews will be held during the day. Kindy and Pre-Primary Interviews will be in the Learning Hub, Year 1 to 3 Interviews will be in the MPR and Year 4 to 6 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 Friday morning 18 May from 9.30am to 10.30am and Friday afternoon 18 May from 2.30pm to 3pm. **Please do not contact the office before 9.30am on Friday 18 May for assistance.**

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 Friday 18 May at 9am

BOOKINGS CLOSE Friday 1 June at 9am

To make a booking, please enter the event code:

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

Simply enter the code **c9bpk** and press "Go"



Enter your details

Select the teacher(s) 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 1 June at 9am**.

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 Emilian's School Leadership Team