



**ONLINE BOOKING INSTRUCTIONS**  
**TWO WAY INTERVIEWS (Kindy to Year 6) -- Term 4 2018**

22nd October 2018

**Dear Parents**

Term 4 2018 Two Way Interviews for Kindy to Year 6 (Parent/Teacher) will be held from **Monday 19th November to Friday 30th November**. The Two Way interviews will be held before and after school, as well as during some teacher's DOTT time during the day.

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 2nd November from 9am to 9.30am and Friday afternoon 2nd November 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 Friday 2nd November at 9am**  
**BOOKINGS CLOSE Monday 12th November at 9am**

Go to [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au) and follow these simple instructions.

Simply enter the code **avrxs** 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](http://www.schoolinterviews.com.au) at any time, and change your interviews - until the bookings close on **Monday 12th November at 9am**.

**You may change your bookings**, any time prior to the closing date, by re-visiting the [www.schoolinterviews.com.au](http://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**