



**ONLINE BOOKING INSTRUCTIONS**  
**TWO WAY INTERVIEWS (Kindy to Year 6) -- Term 1 2019**

11th February 2019

**Dear Parents**

Term 1 2019 Two Way Interviews for Kindy to Year 6 (Parent/Teacher) will be held from **Tuesday 5th March to Friday 15th March**. 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 15th February from 9am to 9.30am and Friday afternoon 15th February 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 15th February at 9am**  
**BOOKINGS CLOSE Thursday 28th February at 9am**

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

To make a booking, please enter the event code:

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

Simply enter the code **w5pwg** 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](http://www.schoolinterviews.com.au) at any time, and change your interviews - until the bookings close on **Thursday 28th February 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**