

ONLINE BOOKING INSTRUCTIONS
TWO WAY INTERVIEWS (Kindy to Year 6) -- Term 4 2020
FACE to FACE or PHONE

23rd October 2020

Dear Parents

Term 4 2020 Two Way Interviews for Kindy to Year 6 (Parent/Teacher) will be held on **Monday 16th November (this is a Pupil Free Day)**. The Two Way interviews will be held during the day from 8.30am to 3.30pm. **Families will have the option of choosing a face to face interview or a phone interview with the teacher. If you are choosing a phone interview, you must enter a phone number when you book.**

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. If you are choosing a phone interview, you will need to enter the phone number you would like to be called on.

Please note that interviews are still strictly **10 minutes** and popular times are limited. If you require more time than 10 minutes, please contact your teacher directly to make alternative arrangements.

BOOKINGS OPEN Monday 26th October at 3pm
BOOKINGS CLOSE Monday 9th November at 9am

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

To make a booking, please enter the event code:

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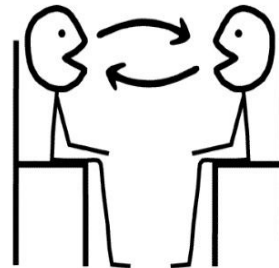
Simply enter the code **2XX47** and press "Go"



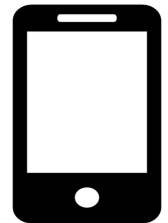
Enter your details

Select the teacher(s) you wish to see

Select the appointment times that suit you best



OR



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 **Monday 9th November 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 Emilie's School Leadership Team