



7th May 2021

ONLINE BOOKING INSTRUCTIONS **TWO WAY INTERVIEWS (PP to Year 6) -- Term 2 2021**

Dear Parents

Term 2 2021 Two Way Interviews for PP to Year 6 (Parent/Teacher) will be held from **Monday 24th May to Friday 4th June** (Kindy Two Way Interviews will be held Weeks 9 & 10 of Term 2). The Two Way interviews will be held before and after school, as well as during some teacher's DOTT time during the day.

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 Monday 10th May at 9am

BOOKINGS CLOSE Thursday 20th May at 9am

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

To make a booking, please enter the event code:

Simply enter the code **7x9d2** 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 **Thursday 20th May 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