

April 13, 2018

## Year 7 to 10 Parent Teacher Interviews

Dear Parents and Carers,

The Year 7 to 10 Parent Teacher day will be held on **Monday, May 14<sup>th</sup>** from 9.00am to 7.30pm in the Brother Warner Hall. This is a **compulsory event** which allows you to discuss your son's academic progress and areas where he can develop further in the academic year with his teacher. It is expected that your son should accompany you to the interview **in full winter school uniform**. Canvas Support Workshops will also be held in C104/5 for students and parents requiring additional assistance in this area during staff breaks during the day.

There will be multiple sessions throughout the day as follows:

1. **Session A:** 9.00am - 11.00am
2. **Canvas Support Workshop:** 11:00am - 11:30am
3. **Session B:** 11.30am - 1.30pm
4. **Canvas Support Workshop:** 1:30pm - 2:00pm
5. **Session C:** 2.00pm - 5.15pm
6. **Canvas Support Workshop:** 5:15pm - 6:00pm
7. **Session D:** 6.00pm - 7.30pm

Appointments can only be made through our electronic booking service as due to the number of interviews to be conducted there will no appointments accommodated on the day. Parents are reminded that **bookings for teacher interviews will close on Thursday 10<sup>th</sup> May at 3pm**. Teacher interviews are scheduled for 7 minutes. Those **parents of Year 7 students** may be able to make up to a **maximum of TWO booking appointments for interviews with their son's EMBARK teacher.**

Parents can make appointments with their son's teachers for interviews by going directly to bottom of the College website and clicking on the link **Book School Interviews** or go to the website **www.schoolinterviews.com.au** and click on the 'Book School Interviews Online' link. The event number for St Dominc's College interviews is:

**qkvnz**

Further instructions on how to navigate this electronic booking system process can be found on the instructions page on the back of this letter.

If you find any difficulties with the electronic booking system software or question concerning the event then, please contact myself via email ([pgorton@stdominics.nsw.edu.au](mailto:pgorton@stdominics.nsw.edu.au)) or phone at the College.

Yours sincerely,



Mr P. Gorton  
**Director of Curriculum**



# Book School Interviews Online

Dear Parents and Carers,

The **Meetings** will be held on **Monday, 14<sup>th</sup> May** from 9.00a.m. to 7.30 p.m.

- There will be multiple sessions throughout the day.
- You can book interviews for the times that suit **YOUR FAMILY**.
- Go to **www.schoolinterviews.com.au** or the School webpage and click on Parent/Teacher Interviews on left menu and follow these simple instructions.

**Please Note** - if you are unable to find a teacher under a KLA heading you can find ALL teachers under the Staff Heading.

**BOOKINGS CLOSE Thursday 10<sup>th</sup> May at 3pm.**



Go to the College Website and click on the link [Book School Interviews](http://www.schoolinterviews.com.au) or visit [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au)

Enter **THIS** school event code. Then follow the 3 simple steps shown below.

<p>1 Enter your details</p>	<p>2 Choose teachers</p>	<p>3 Choose times</p>
<p><b>STEP 1</b> Enter in email address, Parents Full Name &amp; Students name</p>	<p><b>STEP 2</b> Click on Staff and then choose teacher</p>	<p><b>STEP 3</b> Choose the booking interview time from those times that are available</p>

**NOTE:** When you click *finish*, your interview timetable will be emailed to you automatically - **check your junk mail folder** if you do not receive your email immediately.

**BOOKINGS ARE NOW OPEN SO THAT ALL FAMILIES MAY BOOK AT THE SAME TIME**

Parents can change their interview times any time prior to the closing date, by re-visiting the **www.schoolinterviews.com.au** website, and using the code **qkvnz**

Parents wishing to cancel their interview times after the *closing date* should contact the College directly on 4731 1933 and leave a message for the appropriate teacher or alternatively email the teacher directly.