



Established 1959

DOMINUS LUX MEA
the Lord is my light

St. Dominic's College



EDMUND RICE EDUCATION
AUSTRALIA

5 April, 2019

RE - 11 and 12 Student Parent Teacher Interview Evening

Dear Parents and Carers,

The Year 11 and 12 Student Parent Teacher Interview evening will be held on **Wednesday, May 1st** from 3.30pm to 8.00pm 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.**

The sessions for this event will be as follows:

1. **Session A:** 3.30pm - 5.30pm
2. **Session B:** 6.15pm - 8.00pm

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 Tuesday 30th April at 5pm.** Teacher interviews are scheduled for 7 minutes. As part of the interview process all Year 11 and 12 Students will be required to bring with them a completed version of their Student Parent Teacher conferencing booklet.

Parents can make appointments with their son's teachers for interviews by going to the website www.schoolinterviews.com.au. The event number for St Dominic's College interviews is:

bkwtk

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

If you and your son are unable to attend this evening, please inform your son's Pastoral Coordinator via a phone, note or email message. Furthermore, if you find any difficulties with the electronic booking system software or have any questions concerning the event, please contact myself (Lborg@stdominics.nsw.edu.au) via email or phone at the College.

Yours sincerely,

Mr L Borg
Acting Director of Curriculum



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Book School Interviews Online

Dear Parents and Carers,

The **Meetings** will be held on **Wednesday, 1st May** from 3.30pm to 8.00 pm.

- There will be multiple sessions throughout the evening.
- 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 Tuesday 30th April at 5pm.

School
event
code




bkwtk

Go

Go to the School Interviews website -

www.schoolinterviews.com.au

1. Click on 'Make a Booking' at the top of the page
2. 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>STEP 1 Enter in email address, Parents Full Name & Students name</p>	<p>STEP 2 Click on Staff and then choose teacher (Subject default – Staff)</p>	<p>STEP 3 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 AN INTERVIEW 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 **bkwtk**

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.