



THE EASY WAY TO BOOK
**SCHOOL
INTERVIEWS**

Dear Parents

Parent/Teacher interviews will be held on **Tuesday 4 April**. This year we will be using a new online booking system – *School Interviews*. Bookings must be finalised before Monday 3 April at 4pm, when bookings for this event will close. Instructions can be found below:

Now you can book school interviews for the times that suit *your family*.

Go to <http://www.schoolinterviews.com.au> and follow these simple instructions:

Simply enter the code "5dgxz" and press "Go"



Enter your details



Select the teachers you wish to see



Select the appointment times that suit your family 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 you have spelled 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 3 April at 4pm.

For parents that do not have internet access, a computer kiosk will be available in the school office for parents to make their own bookings. Interviews are strictly 10 mins and spaces are limited.

You may change your bookings, any time prior to the closing date, by re-visiting the www.schoolinterviews.com.au website, and using the event code – 5dgxz.

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: 9309 3711.