Principal: Robert Mallett Phone: (03) 9544 3231

# SCHOOL INTERVIEWS - THE EASY WAY TO BOOK

Dear Parent,

Parent/teacher/student interviews will be held on;

Tuesday 26th and Wednesday 27th June 2018

To allow you to book school interview(s) for the times that suit your family best we are now using an online booking service via the internet.

To make parent/teacher interview booking(s) for your family please follow these easy steps:

Log into the school interview booking web site	www.schoolinterviews.com.au
Enter this code in the box and press - GO	8vgvq
Enter your family details	
Select the teacher(s) you wish to see	
Select the appointment time(s) that  Are best for your family	
Click into an Interpreter box if you require an interpreter during your interview	
Click - FINISH	An email will be sent to you confirming your appointment(s)

#### **CHECK YOUR EMAIL**

If you do not receive your email immediately – check your junk mail folder and make sure that you have entered your email address correctly on the booking site.

## **NEED TO CHANGE YOUR INTERVIEW TIME?**

You can return to the web site at any time and change your interview(s) until the day before when the bookings close.

#### **INTERPRETERS**

Interpreters will be available on both days between 4.00pm and 6.00pm.

If you need an interpreter please also tick the interpreter required box and an interpreter will be arranged for you.

## **NEED HELP?**

If you do not have internet access or you need help with the booking process please contact the school office on 9544 3231 and we will assist you.