As I have indicated in the past few newsletters the process for booking interviews will need to be completed online. You will be able to access the booking site in two ways:

1. Type into your computer the address: [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au)
2. The link can be found on our website by opening to the home page, click on the tab Parents, and then click on the link for school interviews.

You will open to a webpage where it will request a school event code.

Please enter this information. Then follow the 3 simple steps.

**Interview times will open Wednesday, 11 March at 11.00 am and close on Wednesday 18 March at 3.00 pm.**

1. **Enter your details**
   - First enter your name, your child/ren's name(s), and your email address.

2. **Choose teachers**
   - On the next page, pick the teachers you want to meet. All teachers are available for an interview. If you need to see more than one teacher (e.g., an ESL teacher, Librarian and/or support teachers) there is an opportunity to do this as well.

3. **Choose times**
   - Then you'll see a timetable showing when your chosen teachers are available. Simply click on the times that suit you.

When you have finished, your interview timetable will be emailed to you. And if something comes up, you can return to the site and change your interviews whenever you want. You can start right now - just enter the school code and click **Go**.

Please feel free to contact the school office on 9876 1452 if:

- you do not have computer access. We will then arrange the appointments on your behalf.
- you need to change your interview times after the closing date.
- on the day of the interview you are running late or cannot make the appointment.

Once you have made the appointments please complete the attached information sheet and return it to your child’s teacher by Thursday, 19 March.

John Ford
Principal
Child’s Name _______________________________  Class __________

To assist us in ensuring this interview is an effective sharing of information and teachers are able to prepare, please complete the sections below. All sections are optional.

1. What do you consider to be your child’s strengths?

2. Can you outline structured activities your child is involved in outside of school? E.g. soccer, dance, scouts etc

3. Does your child have any other interests?

4. Is there any medical or other information of which we should be aware? E.g. wears glasses for reading, has hearing problems etc

5. Could you comment on your child’s interaction with others including children, siblings and adults?

6. Please list one or two things you would like to talk to the teacher about?

Please return this form to the class teacher by Thursday, 19 March 2015.