Friday 2 September, 2016

Dear Parents/Guardians,

Parent Teacher Conversations will be held for Years F-12 on **Thursday 15 September** from 2.00pm – 7.00pm. Parent Teacher Conversations will be conducted in our School Gymnasium and will take approximately 7 minutes each.

You can organise your Parent Teacher Conversations through the online booking system called School Interviews ([www.schoolinterviews.com.au](http://www.schoolinterviews.com.au)).

By using the online system you will be able to book the interview times that suit you best at a time convenient to you from any computer, smart mobile phone, ipad etc. When booking your interviews you will only see the time slots which are available at the time you are logged onto the system. As time slots are booked they are no longer displayed as available. Alternatively if you do not have access to any internet device you can come to the Junior College Office and make your appointments. Please feel assured that when booking online other parents cannot view or see other parents’ bookings or private information.

To access the online system please go to the School Interviews homepage and enter the school code **6cspv** and then follow the easy steps (attached with this letter) - Link [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au)

Step 1. Enter school code – **6cspv**
Step 2. Enter your email address, your name and your student’s name(s). The email address provided will be used to send you a confirmation of your interview times.
Step 3. Choose the teachers and subjects
Step 4. Choose the times you want
Step 5. Print your bookings

A confirmation email will also be sent to you with your interview times.

It is of paramount importance that parents attend these interviews if we are to achieve the best collective outcome for your child.

Please note that students will be dismissed at 1.00pm on Thursday 15 September.

**Bookings close at 3pm Tuesday 13 September.**

Kind regards,

Mr J. Savopoulos  
Co-Principal

Mrs A. Anamourlis  
Co-Principal
Step 1 – Enter the school code *gfkz6*

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Step 3 - Choose the teachers and subjects

Step 4 - Choose the times you want

Step 5 - Print your bookings