



# St John's College

"Forever Excelling"

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

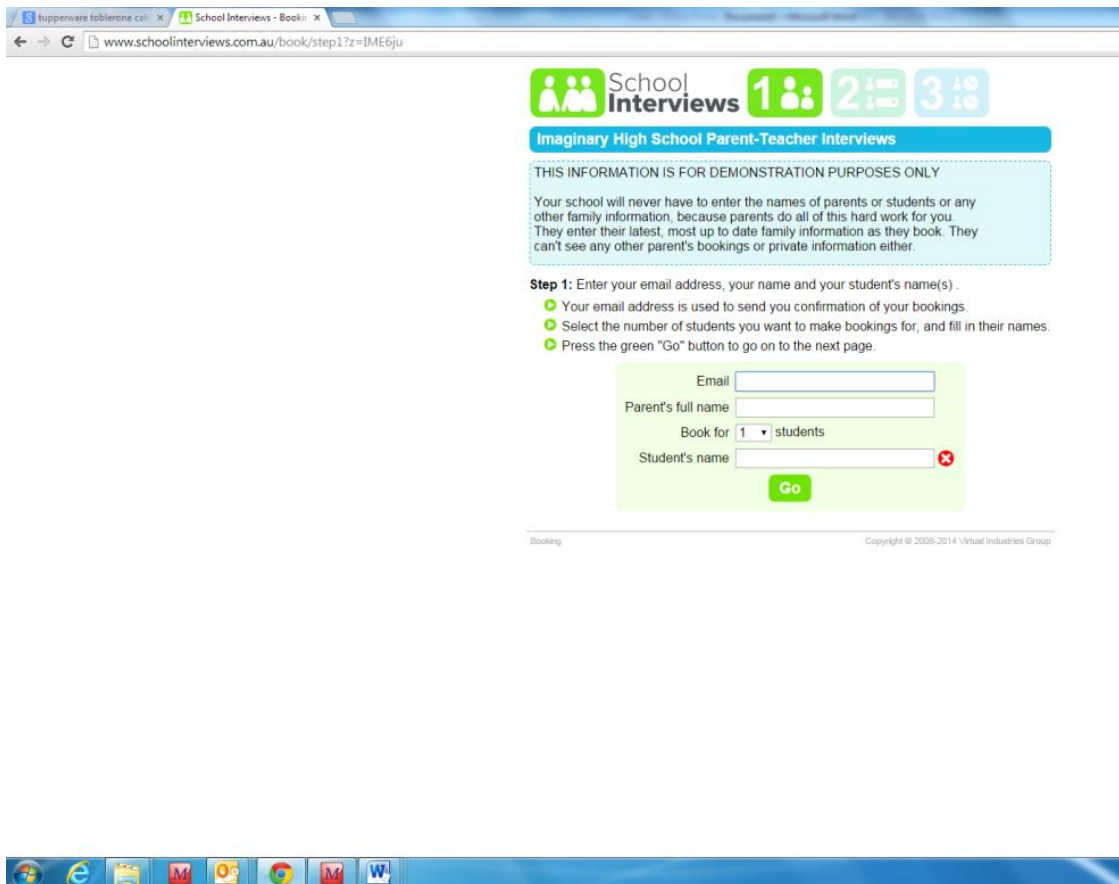
Mrs A. Anamourlis  
Co-Principal

## Step 1 – Enter the school code **qfkz6**



The screenshot shows the homepage of the School Interviews website. At the top, there is a navigation bar with links for Home, Why?, FAQ, Buzz, Contact, Free Trial, and a 'School Admin' button. The main heading reads 'THE EASY WAY TO BOOK SCHOOL INTERVIEWS'. Below this, a sub-heading states: 'Now you can book school interviews for the times that suit you. Simply enter the event code and press "Go".' A search box contains the text 'Enter code...' and a green 'Go' button. Two circular statistics are displayed: 'TRUSTED BY 2,700 SCHOOLS' and 'LOVED BY 1.2M PARENTS'. A woman in a white shirt and glasses is smiling on the right side of the page. At the bottom, a blue banner asks 'HOW DOES IT WORK?' and provides instructions: 'Just enter your event code in the form above. We'll guide you through three simple steps, and moments later you'll get an email confirming your bookings. Easy! And if you need to change or cancel your bookings, just enter the event code'.

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.



The screenshot shows the 'Step 1' booking form on the School Interviews website. The page title is 'Imaginary High School Parent-Teacher Interviews'. A disclaimer states: 'THIS INFORMATION IS FOR DEMONSTRATION PURPOSES ONLY. Your school will never have to enter the names of parents or students or any other family information, because parents do all of this hard work for you. They enter their latest, most up to date family information as they book. They can't see any other parent's bookings or private information either.' The instructions for Step 1 are: 'Enter your email address, your name and your student's name(s)'. A list of instructions follows: 'Your email address is used to send you confirmation of your bookings', 'Select the number of students you want to make bookings for, and fill in their names.', and 'Press the green "Go" button to go on to the next page.' The form fields include: 'Email' (text input), 'Parent's full name' (text input), 'Book for 1 students' (dropdown menu), and 'Student's name' (text input with a red 'x' icon). A green 'Go' button is at the bottom of the form. The footer contains the text 'Booking' and 'Copyright © 2008-2014 Virtual Industries Group'.

## Step 3 - Choose the teachers and subjects

huppenware@bolarine.csi... School Interviews - Book...  
www.schoolinterviews.com.au/book/step2z=IME6ju

**School Interviews** 1 2 3

### Imaginary High School Parent-Teacher Interviews

THIS INFORMATION IS FOR DEMONSTRATION PURPOSES ONLY

Adding teachers and their grades/subjects is easy. Add them individually if you like or copy and paste them from a spreadsheet. Teachers names can be presented in your preferred style, eg Mrs J Smith, Janet Smith, SMITH Janet, Teacher #1, and you can sort these teachers by class name, year level, subject, faculty, house, etc. The choice is yours.

**Step 2:** Choose teachers.

- Select a subject from the first box, then select a teacher from the second box
- More options (up to 7) will appear as you use existing ones.
- Press the green "Go" button to go on to the next page.

Subject	Teacher
For Helen	Art
	Mary Dorkins
	Biology
	Tom Riddle
	English
	Nicolas Flamel

Go

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## Step 4 - Choose the times you want

huppenware@bolarine.csi... School Interviews - Book...  
www.schoolinterviews.com.au/book/step3z=IME6ju

**School Interviews** 1 2 3

### Imaginary High School Parent-Teacher Interviews

THIS INFORMATION IS FOR DEMONSTRATION PURPOSES ONLY

Your school decides how frequently you want your appointments to start. Your school might have 12 minute appointments - No problem! Just tell the system you want bookings to start every 12 minutes. Choose your dates from the calendar, the start times for your event and the end times. You can even block out days, dates, lunch breaks and individual times, when a teacher might not be available.

**Step 3:** Choose the time(s) you want.

- Leave time to get from one booking to the next - *back-to-back bookings are not a good idea*
- Missing checkboxes mean that time has already been booked by someone else.
- Press the green "Go" button to confirm your bookings.

**Tue 7 Apr 3:30pm - 6:30pm**

	3pm	4pm	5pm	6pm
For Helen	30 40 50 00 10 20 30 40 50	00 10 20 30 40 50	00 10 20 30 40 50	00 10 20
Mary Dorkins (Art)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Riddle (Biology)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nicolas Flamel (English)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Wed 8 Apr 3:30pm - 6:30pm**

	3pm	4pm	5pm	6pm
For Helen	30 40 50 00 10 20 30 40 50	00 10 20 30 40 50	00 10 20 30 40 50	00 10 20
Mary Dorkins (Art)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Riddle (Biology)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nicolas Flamel (English)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Go

Booking Copyright © 2008-2014 Virtual Industries Group

## Step 5 - Print your bookings

huppenware@bolarine.csi... School Interviews - Book...  
www.schoolinterviews.com.au/book/detailsz=IME6ju

**School Interviews** 1 2 3

### Imaginary High School Parent-Teacher Interviews

Your bookings have been confirmed and emailed to you.

How easy was that?

Your parents will receive a confirmation email with their appointment time and can even make use of the iCal attachment to add it directly to their calendar. If they choose to do this, a reminder will pop up on their calendar automatically, 1 hour before their appointment time.

You can include any extra instructions, specific to your event, like "These are parent only interviews" or "Please bring your child's school report to your appointment" or "We encourage parents and their students to attend these appointments as a family".

Online booking increases parent attendance, and dramatically reduces the work for teachers and office staff too.

If you thought booking was easy, just wait until you see how fast and simple it is to set up! You could be ready to take bookings in under 15 minutes.

Take it for a free test drive with a Free Trial

Our tech support is always fast, friendly and FREE!

If you have any questions at all, contact us  
03 9795 1243  
0435 83 8860  
support@schoolinterviews.com.au

**Bookings for Mary James**

- Tue 7 Apr 3:30pm Mary Dorkins (Art) - Helen Cancel
- Tue 7 Apr 3:40pm Nicolas Flamel (English) - Helen Cancel
- Tue 7 Apr 3:50pm Tom Riddle (Biology) - Helen Cancel

Update your details • Add another student • Add bookings • Reschedule bookings • Print

To cancel a booking, click on the "Cancel" link next to it. You can update your details, add another student, add more bookings or reschedule existing bookings by clicking on the links above.

You should receive an email containing your booking times. If this doesn't arrive, please confirm your email address: [info@stjohnsprestons.vic.edu.au](mailto:info@stjohnsprestons.vic.edu.au), and check your spam folder. Click here to re-send the email.

You can change or cancel your bookings (unless your school has closed bookings) by returning to [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au), and entering the event code **HIGHA**.

Finished