



## Parent/Teacher Interviews

Online bookings are now open for our parent/teacher interviews. This is a great opportunity to check in with your child's teacher and discuss how they are progressing. The interviews will be held in **Week 2 of Term 3**, between Monday 27 July and Thursday 30 July, 2020.

Phone interviews are preferable as teachers will be conducting interviews from school and we are concerned that our internet capabilities will not support extensive video conferencing.

If you feel your interview must be by Zoom as you need to include multiple participants that are not available in the same space, please return the attached slip to your child's teacher after you have made your booking and a meeting link will be emailed to you.

There will be no face to face interviews available. One timeslot will be available per student. Each interview will be 10 minutes duration and must be strictly followed to support smooth transitions.

**Bookings will open 3:30pm Thursday 2 July and close at 3.00pm on Friday 24 July.**

Go to [www.schoolinterviews.com.au/code](http://www.schoolinterviews.com.au/code) and follow these simple instructions:

- Enter our school code and press go.
- Enter your details.
- Select the teacher/s you wish to see.
- Select the appointment time/s that suit you best.

**SCHOOL CODE: hn5k5**

When you click **FINISH** your interview time 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.

If you are booking interviews for more than one teacher, *please allow a break of at least 10 minutes between interviews*, rather than booking them back to back.

Bookings can be made at any time from any device that can access the internet.

You can return at any time to change your interview bookings until the closing date. Remember to use the same name and email address. Parents wishing to change their interview after the closing date should contact the class teacher.

Any questions or difficulties booking should be directed to the class teacher.

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### Please Complete For Zoom Interviews Only

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Confirmed booking date and time: \_\_\_\_\_

Email Address for link: \_\_\_\_\_

I understand I will need the internet to access this interview. I understand I am responsible for sending the link to additional participants and that the teacher has the right at any time to refuse entry or terminate access to the video call.

Parent/Carer: \_\_\_\_\_

Signed: \_\_\_\_\_