

28 March 2024

## Parent/Teacher Interviews



Dear Parent/Carer

Parent/Teacher interviews have been scheduled for 22 April, 2024 to allow you to consult with the teachers of your student, on this day, between 3.00pm - 6.00 pm. As many teachers as possible will be available for interview by appointment. Interviews will be conducted in the Resource Centre and are of 10 minutes duration. If there are changes to the interview evening, information will be sent out in advance.

To co-ordinate the interviews we have employed an online booking system to assist in securing preferred interview times. The procedure is as follows:

- If you wish to see any of your student's teachers, you need to secure an appointment time using this system. If you do not have access to the internet, you can call the school office.
- The booking system will only be accessible from 9.00 am, 8 April, 2024 through to 3.00 pm, 18 April, 2024. No interview requests will be accepted outside of these times using this booking system.
- In your web browser type in the school website [www.sarinashs.eq.edu.au](http://www.sarinashs.eq.edu.au) and when this appears click the link under the Quick links menu (bottom of the web page) for 'Parent Teacher Interviews'. Attached is a how to guide.

Teachers may request an interview with you if they feel there is a matter of importance which should be discussed. Please refer to your student's Term 1 report card where a Parent/Teacher interview may have been requested.

We encourage your student to accompany you to the interview as this often assists the discussion and clarification of outcomes.

Yours faithfully

Mrs Jane Grieger  
**Principal**

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## How to book your Parent/Teacher interviews

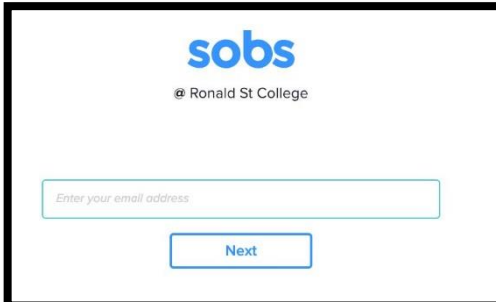
**NOTE:** Information entered into this booking system is outside of the school's network and therefore under the privacy information policy of the website sobs.com.au – their policy states that they will not disclose this information to any other party, and nor will the information be used for any other purpose than managing these interviews.

### Things you will need:

- A computer, tablet or smart phone
- Access to the internet
- You will need a URL/link provided by your school
- You will need to know which teachers to book with (for interviews with your student's teachers)

1. Visit the school website (www.sarinashs.eq.edu.au) and click on the link for 'Parent Teacher Interviews' (bottom of the home page, under Quick links).

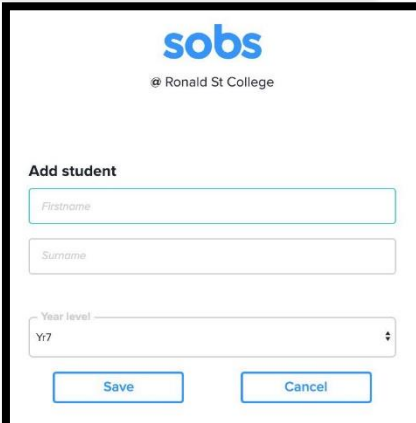
2. Type in your **email address**.



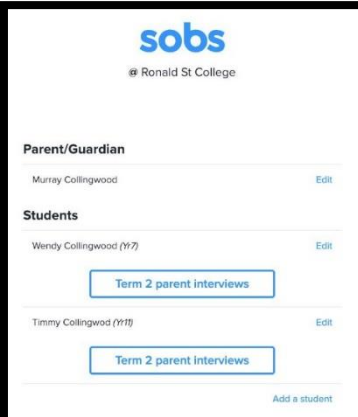
3. Enter your **name and contact details**.

4. Enter your **student's full name** and select **year level** from the drop down menu.

You can use the "Edit" option to correct the details pertaining to your student, changing their name and their year level.



5. Click on the **Term 1 parent interviews** button to book or change your interviews.



- Select all teachers you would like interviews with by **clicking their names**. Click next.

- Scroll and select available slots with each teacher. The blue slots are available. Grey slots are unavailable.

As you **click a blue slot** it will highlight dark blue and your student's name will appear in that time. You will only be able to book once with each teacher, and only once in each time slot.

Ideally you want to select interview slots that are chronological so that you can move from one interview to the next without having to wait around. Once you have selected your interview slots click the 'Save' button.

If you **change your mind** you can delete a booking by clicking on the highlighted blue time slot. This will delete the booking and restore the other bookable options.

- Once saved you will have the option of **emailing** or **printing** your interview booking times. If you select the email option the schedule is sent to the email address you initially entered.
- There is no specific logoff option – you can close your browser window.