

Dear Parents,

Please see below for instructions on selecting parent teacher interview times during Week 11.

Interviews are strictly 15 minutes and spaces are limited. They should only include the main classroom teacher and specialists. If you require more time with a particular teacher, please arrange a separate meeting by telephoning school Reception on 9266 6200.

Go to [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au) and enter the code **pmr3h**



Enter your details



Select the teachers you wish to see



Select the appointment times that suit your family best



When you click FINISH your selected bookings will be emailed to you immediately. If you do not receive your email, please check your junk-mail, or enter the event code again and check your email address spelling.

Update your details if the email address is incorrect.

DO NOT DELETE the email you receive. Keep it somewhere safe. You may need to refer back to it at a later date.

REMEMBER TO ADD YOUR APPOINTMENTS TO YOUR CALENDAR - reminders will not be sent home.

**Bookings must be finalised by Sunday 27th June at 4pm**

If you need to view, cancel, change or print your bookings:

- Click on the link in the confirmation email you received after you made your bookings.
- OR return to [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au) and enter the code and the email address you used when making your bookings.
- Parents wishing to change their interview times after the closing date or have difficulties with online access, should contact school Reception on 9266 6200.

If you do not have internet access:

- You may ask our School Officers at Reception or ring them on 9266 6200 to make bookings on your behalf between 8:00am – 3:30pm from Monday to Friday.