ST MARY’S COLLEGE
INSTRUCTIONS FOR ONLINE BOOKING of
Parent Teacher Conferences in the Junior School March 17-18.

PLEASE NOTE: BOOKINGS WILL CLOSE AT NOON ON THE DAY OF THE PARENT TEACHER MEETINGS

To get started, go to the website: http://www.schoolinterviews.com.au/home.view

1. Insert the School Event Code: JCXXY on the home page and press the green GO button.

2. Enter your name, email address, number of students and the students’ names and press the green GO button.

3. Choose the classes for your children and the corresponding teachers. Press the green GO button when you have completed the list.
4. **Choose the times for your child’s interviews.**

Your bookings can be spread over more than one block. Consider leaving a gap between interviews so that you do not lose time with the teacher.

If you think you need more than 10 minutes, book an interview time on the scheduled night, and make arrangements with the teacher to make further contact either in person or by phone.

Press the green **GO button** when you have completed the list.

5. **Your bookings will be indicated in the ‘Bookings’ section.**

You may Cancel your booking, Update your details, Reschedule, Print and resend an email as the blue links on the page indicate. You will also receive an email with details of your bookings and instructions on how to change or cancel your bookings. Print the email and bring it with you on the night of the parent teacher interviews.

If you are not able to access the internet send a note to school with your child listing the names of the teachers that you want to see, and a convenient block of time (4pm to 5pm; 5:00pm to 6.00pm) and bookings will be made for you by the teacher.

Remember that the earlier that you make your bookings, the more likely you are to get the times that best suit you.