Dear Parents

As mentioned in the last College Newsletter, the Parent/Teacher/Student interviews need to be booked online. This will give you the opportunity to view all available times and to choose those which are most suitable.

Interviews will be held between **2.00pm – 8.00pm** on **Thursday, April 7** and **9.30am – 1.00 pm** on **Friday, April 8**.

To book interviews for your child simply go to the following web address and follow these simple instructions:

www.schoolinterviews.com.au

Now you can book school interviews for the times that suit you. Simply enter the school code listed here and press “Go”.

You will be guided through three simple steps and a few moments later you will get an email confirming your interview times.

First enter your name, your child’s name, and your email address.
On the next page, select the teachers you wish to meet. First select the subject or year and then choose from the list of teachers.

You will see a timetable showing when the teachers are available. Simply click on the times that suit you. When you have finished, your interview timetable will be emailed to you. You can return to the site and change your interviews as necessary until the close of bookings.

The system will be open to from 9.00am Friday, March 25 to 4.30pm on Wednesday, April 6.

For parents who do not have internet access, computer kiosks will be available at Reception at both Campuses. Students who have written permission from their parents may also have access to these kiosks.

If there are no suitable times available on the schedule for a particular teacher, parents will need to contact the subject teacher directly to arrange an alternative interview time. Parents wishing to change their interview time/s after the closing date should contact the College directly on:

Berwick Campus  Ph 97026588
Beaconsfield Campus  Ph 9707 3111