Dear Parents and Carers

I am writing to request your attendance at the upcoming Parent/Student/Teacher interviews for students in Years 7-12 to be held in the Brother Luke Hall. These interviews provide an invaluable opportunity to discuss your son’s progress with his teachers. Parent/Teacher/Student interviews will be held between:

- 9.00am - 7.30pm on Friday 13th May
- 9.00am - 12.30pm on Sunday 15th May
- Teachers are not available during lunch (12.30pm – 1pm) and dinner (5pm – 5.30pm).

The online School Interview Booking system that has been successfully used for a number of years will again be used. It is a simple system that allows Teachers, Parents and Carers to control the times and process. Also attached is a map listing the seating arrangement of staff.

The booking system will open at 10am on 3rd May and close at 3pm on the 12th May.

When the bookings open please log on to www.schoolinterviews.com.au and enter the School Event code listed below. Then follow the three steps.

For parents that don’t have access to the internet at home, at work, at a friend’s house or on their phones, computer kiosks will be available at Reception from Tuesday 3rd May, so that parents can still make their own bookings. Parents may send a note to school with the approximate times they require, or phone the school on 4629 4222.
Parents can change their interview bookings, any time prior to the closing date, by re-visiting the www.schoolinterviews.com.au website, and using the event code. Remember to use the same name and email address you used when you made your original booking. Parents wishing to change their interview times after the closing date, should contact the school directly on 4629 4222.

Interviews are strictly 5 minutes (with one minute moving time between appointments), if you require more time, please contact the teacher directly and make alternative arrangements. If there are no suitable times available on the schedule, parents will need to contact the classroom teacher directly, to arrange an alternative interview time.

It is an expectation of the College that all students attend the interviews. Students are to be dressed in full winter uniform and have their student diary. In some circumstances, teachers may specifically request an appointment time with you, through your son, regardless of whether or not you have sought an appointment time with the teacher. If you and your son are unable to attend the interviews, please notify the relevant Year Co-ordinator by Wednesday 11th May.

Yours sincerely

Barry Graham
Director of Administration