



ST GREGORY'S COLLEGE CAMPBELLTOWN

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6 May 2019

Dear Parents and Carers,

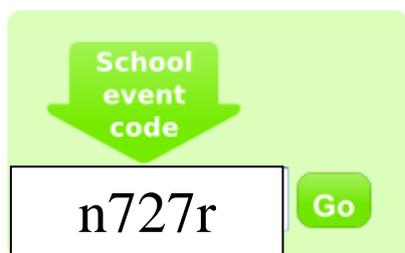
I am writing to request your attendance at the upcoming Parent/Student/Teacher interviews for students in years 7-12 to be held in the Brother Luke Hall. These interviews provide an invaluable opportunity to discuss your son's progress with his teachers. Parent/Teacher/Student interviews will be held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

- **9.00am - 7.00pm on Friday 17 May**
Teachers are not available during lunch (12.30pm – 1pm).
- **9.00am - 12.30pm on Sunday 19 May**

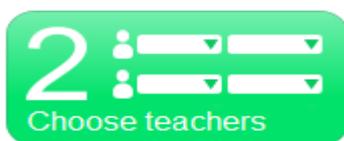
The online School Interview Booking system that has been successfully used for a number of years will again be used. It is a simple system that allows teachers, parents and carers to control the times and process.

The booking system will open at 10am on Thursday 9 May and close at 2pm on the Thursday 16 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.



Enter THIS school EVENT CODE.
Then follow the 3 simple steps.



When you click **finish**, your interview timetable will be emailed to you automatically - **check your junk mail folder** if you do not receive your email immediately. You can return to www.schoolinterviews.com.au at any time, and change your interviews - until bookings close.

For parents that do not have access to the internet at home, at work, at a friend's house or on their phones, please call in at Reception from 10am Thursday 9th May for assistance. 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 are able 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. If you and your son are unable to attend the interviews, please notify the relevant Year Co-ordinator by Wednesday 15 May.

Yours sincerely,



Barry Graham

Director of Studies

St Gregory's College Campbelltown

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