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 and 7.30pm on Friday 17\textsuperscript{th} May and
- 9.00am – 12.30pm on Sunday 19\textsuperscript{th} 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.

Booking Process

When the bookings open please go to www.schoolinterviews.com.au and follow the 3 simple steps outlined below.

- Bookings OPEN at 10am on 9\textsuperscript{th} May and CLOSE at 2pm on 16\textsuperscript{th} May.

When you click \textit{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 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 Friday onwards, 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 your teacher directly and make alternative arrangements. If there are no suitable times available on the schedule for a specific teacher, parents will need to contact the classroom teacher directly to arrange an alternative interview time outside of the allocated schedule.

It is an expectation of the College that all students attend the Parent/Student/Teacher interviews. Boys are to be dressed in full winter uniform. Please note:

1. It is very important that your son bring his Diary with him to the interviews. Teachers may wish to discuss entries made throughout the year.
2. Teachers will not be available during the abovementioned breaks.

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 Tuesday 14th May.

Yours sincerely

Matthew Brennan
Acting Deputy Headmaster
St Gregory’s College Campbelltown