



## Years 11 and 12 Parent /Teacher /Student Interviews

Wednesday 21<sup>st</sup> March, 2018

Dear Parent/Caregiver,

The Parent/Teacher interviews for students in Year 11 and 12 will be held on **Wednesday 11<sup>th</sup> April** between **2.15pm and 7.00pm**, in the Clonard (ground level) and St Francis buildings.

Students are **required to attend** this important meeting with their parents as valuable feedback on their learning will be provided, and their progress will be discussed. Students can also use this time to ask questions, share information and receive advice as they prepare for their HSC.

An on-line booking system will be used to make meeting times with your child's teachers and these appointments can be made from your home computer. Information on how to use this on-line booking system is outlined on the reverse side of this letter. Parents who do not have computer/internet access at home can arrange with their son/daughter to log on at school to organise the meeting times.

The scheduled interview is for 5 minutes with each teacher. Should you require additional time, you will need to make alternative arrangements with individual class teachers. Please adhere to this time to enable all parents to maintain their appointments.

On this day, **classes will finish for all students at 2pm**. Students will be supervised from 2pm, until they catch their normal school bus home. Alternatively, students may be picked up at the "turning circle" in front of the College from 2pm only if they have signed permission notes from a parent/caregiver – phone calls will not be accepted. Students may leave from 2pm after handing in **both** written parental permission slips attached to this letter.

If you have any questions regarding this night or the on-line booking system please contact Miss Carol Muscat or Mr Ross Gawthorne.

Yours sincerely

Mr Paul Ryan  
Principal



## Book School Interviews Online

Dear Parents/Caregivers,

Years 11 and 12 Parent/Teacher/Student interviews will be on Wednesday 11<sup>th</sup> April, from 2.15pm to 7.00pm.

You can now book meetings at times that suit **YOUR FAMILY BEST**.

Go to [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au) and follow these simple instructions.

**BOOKINGS OPEN: Wednesday 21<sup>st</sup> March at 9am.**

**BOOKINGS CLOSE: Wednesday 11<sup>th</sup> April at 12 noon.**

Go to

[www.schoolinterviews.com.au](http://www.schoolinterviews.com.au)

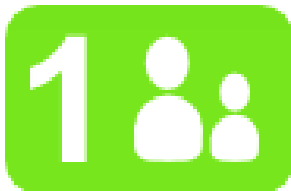
Enter THIS school event code →

Then follow the 3 simple steps.



wrj2q

Go



When you finish, a green box will appear at the top of the screen advising your interview timetable will be emailed to you automatically. Log out.

Please **check your junk mail folder** if you do not receive your email immediately.

You can return to [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au) at any time while the online booking system is open, and change your interviews.

### **BOOKINGS OPEN Wednesday 21<sup>st</sup> March at 9am**

Parents who do not have computer/internet access at home can arrange with their son/daughter to log on at school to organise the meeting times.

Parents may change their interview bookings at any time prior to the closing date, by re-visiting the [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au) website, and using the event code.



## Permission Note for Early Leavers in Year 11 & 12

Wednesday 21<sup>st</sup> March, 2018

Dear Parent/Caregiver,

Students in Year 11 and 12 may leave the College from 2pm on Wednesday 11<sup>th</sup> April after handing in both written parental permission slips below. Student supervision is available should your child need to follow their usual home time procedure.

Please note that it is compulsory that all Year 11 and 12 students are in attendance for their individual Parent/Teacher interviews.

Yours sincerely,

Mr Paul Ryan  
Principal

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### Parent /Teacher Early leaver slip- 11<sup>th</sup> April, 2018 (*Hand to Assistant Principal when leaving school grounds.*)

Student Name: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent/guardian)

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### Parent /Teacher Early leaver slip – 11<sup>th</sup> April, 2018 (*Hand to Homeroom teacher*)

Student Name: \_\_\_\_\_ Homeroom: \_\_\_\_\_

I give permission for my child to leave the grounds of St Columba's at 2.00pm on 11<sup>th</sup> April, 2018.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent/guardian)