



2 July 2018

Years 7 - 12 Parent/Caregiver/Teacher/Student Feedback Interviews Thursday 26 July 3.30pm – 7.00pm & Friday 27 July 8.00am – 2.15pm

Dear Parents/Caregivers and Students,

The **Parent/Caregiver/Teacher/Student Feedback interviews** will be conducted on Thursday 26 July **from 3.30pm – 7.00pm** and Friday 27 July from **8.00am – 2.15pm** for all students in **Years 7 - 12** in the Library and CLS at the **Schofields** Campus. The purpose of the interview is to provide feedback from both the teacher and student to the parent/caregiver about the learning process in that course of study.

Please note the following points related to organisation for these interview sessions:

- * Year 11 and 12 Semester 1 reports were issued earlier this term and Year 7 – 10 Reports will be issued before the end of this term.
- * Where possible, **students are expected to attend the interviews with their parents/caregivers**. Students are required to wear **full winter or sport uniform**. Definitely no casual clothes are to be worn. This is also due to WHS and Child Protection requirements.
- * In general, interviews will be limited to 5 minutes. If more time is required, parents/caregivers will need to make a longer appointment with the teacher(s) concerned. There will be a two minute change over between interviews.
- * Parents/Caregivers and students are asked to be punctual for all interview times. If parents/caregivers are running late and miss an interview, we will attempt to reschedule this appointment, but this will not be possible if it means disruption of agreed times for other parents/caregivers and students. If need be, parents/caregivers have the option of organising a telephone interview with the teacher concerned at a later date.
- * It is the responsibility of each family to access the online booking site to arrange specific interview times. See details attached or the College Website.
- * It is recommended that parents/caregivers bring assessment tasks, student work items or any other relevant communication they have received about the progress of their son/daughter as this will assist in communication.
- * Car parking for parents/caregivers will be available in the car park at the back of the Cottage at Schofields.
- * If parents/caregivers are unable to attend on the day but would still like to speak to particular teachers, they should contact them at the school by phone (9208-7200) and leave a message for the teacher who will get back to them as soon as possible.

Please note: There will be no classes on Friday 27 July. Students are only required at school when they have a scheduled interview. Supervision will be available between 8:00am and 2:15pm where Parents/Caregivers choose to send their son/daughter to school on this day.

Thanking you for your continued support.

J Fanning

J Fanning
Principal



Book School Interviews Online

Dear Parents/Caregivers

The **Parent/Caregiver/Teacher/Student Feedback interviews** for all students in Years 7 - 12 in will be conducted in the Library and CLS at the Schofields Campus on:

- Thursday 26 July from **3.30pm – 7.00pm** and
- Friday 27 July from **8.00am – 2.15pm**

You can now book interviews for the times that suit **YOUR FAMILY**.

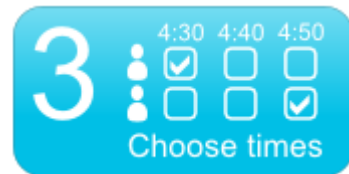
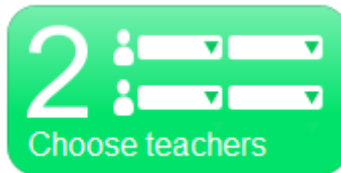
Go to <http://www.stjohnpaul2.catholic.edu.au> and follow the link to the site and then follow these simple instructions.



When linked to the School Interviews website.

Enter THIS school event code. **pvpkb**

Then follow the 3 simple steps below:



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.

BOOKINGS ARE NOW OPEN and CLOSE Wednesday 25 July at 2.00pm

For parents/caregivers that don't have internet access or if you have any difficulties with this process please telephone the office on 9208 7200.

If there are no suitable times available on the schedule for a specific teacher, parents/caregivers will need to contact the classroom teacher directly to arrange an alternative interview time outside of the allocated schedule. Parents/caregivers can change their interview times any time prior to the closing date, by re-visiting the www.schoolinterviews.com.au website, and using the code.

Parents/Caregivers wishing to change their interview times after the closing date should contact the school directly on: 9208 7200