



18 March 2018

## Years 7 - 12 Parent/Caregiver/Teacher/Student Feedback Interviews

Dear Parents/Caregivers and Students,

The **Parent/Caregiver/Teacher/Student Feedback interviews** will be conducted on Monday the 8 April and Tuesday 9 April for all students in **Years 7 - 12 from 3.30pm – 7.00pm** 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:

- \* Parent/Caregiver/Teacher/Student interviews will be scheduled between 3.30pm and 7.00pm.
- \* Where possible, **students are expected to attend the interviews with their parents/caregivers**. Students are required to wear **full summer uniform (no sports uniforms)** to these interviews, except where training commitments prohibit this. 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.

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** will be conducted on Monday the 8 April and Tuesday 9 April for all students in **Years 7 - 12 from 3.30pm – 7.00pm** in the Library and CLS at the **Schofields Campus**.

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.

**BOOKINGS are OPEN and will CLOSE on Thursday, 4 April at 2pm.**

School event code

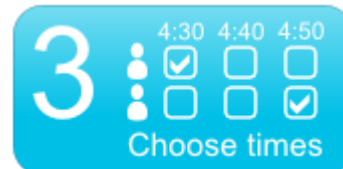
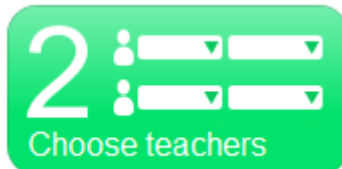
z48fa

Go

When linked to the School Interviews website.

Enter THIS school event code. Then follow the 3 simple steps.

School Code: **z48fa**



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](http://www.schoolinterviews.com.au) at any time, and change your interviews - until bookings close.

**BOOKINGS are OPEN and will CLOSE on Thursday, 4 April at 2pm.**

For parents/caregivers that don't have internet access, computer kiosks will be available in the Office at both campuses. Please telephone the office on 9208 7200 if you have any difficulties with this process.

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](http://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