



15 June 2021

## Years 7 - 12 Parent/Carer/Teacher/Student online Zoom Interviews Thursday 15 July 3.00pm – 7.00pm & Friday 16 July 8.00am – 2.15pm

Dear Parents/Carers and Students,

The **Parent/Carer/Teacher/Student online Zoom interviews** will be conducted on Thursday 15 July from **3.00pm – 7.00pm** and Friday 16 July from **8.00am – 2.15pm** for all students in **Years 7 - 12**. The purpose of the interview is to provide feedback from both the teacher and student to the parent/carer 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 on 25 June via Compass
- Where possible, **students are expected to be in attendance at the online Zoom interviews with their parents/carers.**
- Please use student devices to log in to zoom as their devices are all equipped with zoom capabilities and, you will not be required to use a password
- The interviews will be limited to **7 minutes.**
- Parents/Carers and students are asked to be punctual on Zoom for all interview times. The zoom meeting links are attached to each teacher in the school interview portal and if a password is required it is listed next to the teachers name.  
Example - Teacher Name - **P/W 716300**/Ancient History for Student Name XXX
- It is the responsibility of each family to access the online booking site to arrange specific interview times. See details below or the College Website.
- It is recommended that parents/carers have with them student reports, 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.
- If parents/carers are not available to be part of the online Zoom meetings 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 16 July. Supervision will be available at the Schofields Library between 8:00am and 2:15pm where parents/carers choose to send their son/daughter to school on this day. If you wish to send your child to school please advise the college in writing via email to [jthomas4@parra.catholic.edu.au](mailto:jthomas4@parra.catholic.edu.au) by Wednesday 14 July.

Thanking you for your continued support.

*J Fanning*

**J Fanning  
Principal**



## Book School Interviews Online

The **Parent/Carer/Teacher/Student online Zoom interviews** for all students in Years 7 - 12 be will be conducted on:

- Thursday 15 July from **3.00pm – 7.00pm** and
- Friday 16 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.

**BOOKINGS ARE NOW OPEN** and will **CLOSE** on **Wednesday 14 July at 2.00pm**

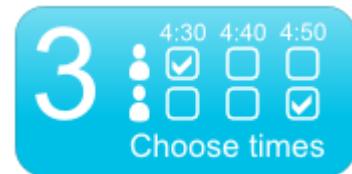
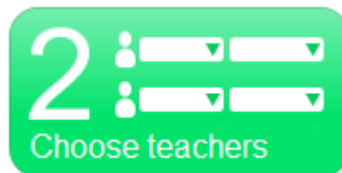
School event code

3jpa6

Go

When linked to the School Interviews website enter this **school event code. 3jpa6**

Then follow the 3 simple steps below:



When you click **finish**, your interview timetable will be emailed to you automatically with the zoom link and the teacher passcode (if required) for each zoom meeting if you do not receive your email immediately **check your junk mail folder**.

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 NOW OPEN** and will **CLOSE** on **Wednesday 14 July at 2.00pm**

For parents/carers 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/carers will need to contact the classroom teacher directly to arrange an alternative interview time outside of the allocated schedule. Parents/Carers 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/Carers wishing to change their interview times after the closing date should contact the school directly on: 9208 7200.



## ZOOM INSTRUCTIONS - YEARS 7-12 PARENT/CARER/TEACHER/STUDENT INTERVIEWS

1. Check your booking confirmation email from [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au)

Your booking information will appear as follows;

Bookings for **Parent/Carer XXXXXXXX**

Best Contact Phone Number: 12332132132112

- \*\*Thu 15 Jul 3:00pm Iain Cowan - P/W 682384/Mathematics for **Student XXXXX** • [ZOOM LINK](#) • Cancel
- \*\*Thu 15 Jul 3:20pm Layn Mellish - P/W 12345/Physical Activity(PASS) **Student XXXXX** • [ZOOM LINK](#) • Cancel
- \*\*Thu 15 Jul 3:40pm Lauren Taylor - P/W 716300/History Elective **Student XXXXX** • [ZOOM LINK](#) • Cancel

2. Use student devices to log into zoom as their devices are all equipped with zoom capabilities and, you will not be required to use a password
3. You will be placed in a 'Waiting Room' until the teacher admits you into the meeting.
4. Unmute yourself and turn the video on when you enter the meeting.
5. Meetings will be a **maximum of 7 minutes** in duration. Meetings start **every 10 minutes** to allow you time to connect with the next teacher booking via Zoom.
6. Repeat Step 2 for your meeting with the next teacher.

## ADVICE FOR PARENTS/CARERS/STUDENTS

The following advice will help ensure a successful Zoom Meeting for all participants.

- Login to zoom using the student device
- Students to ensure that their device is well charged.
- At the allocated time, please ensure that you and your child are in a quiet area with no background noise and are ready for the meeting.
- As a general guide, there would be one person speaking at a time.
- Lighting – ensure that lighting is sufficient, and you are easily visible.
- Ensure that all in the conference are visible in the picture.
- Remember that when on-camera, other activities such as eating, drinking, shuffling papers, etc can be distracting.
- Please don't have other applications open - Before you begin a zoom meeting, try to ensure that you are not distracted by other applications
- When you log into zoom, you should automatically go into the 'waiting room'. The message will tell you that the host will admit you into the meeting. The StJPII staff member, at the allocated time, will accept you into the meeting. Again, some interviews go longer than expected. If you're not admitted into the meeting on time, this would mean that the previous interview went a little over time – they will admit you as soon as they can.
- Please ensure that you are in a quiet space for the meeting with strong internet access

If you are experiencing any difficulties with technology, or there are other problems and your interview is affected or doesn't go ahead, please contact the affected teacher on the following day and they will be able to rearrange a meeting for a later date that suits all parties.