12th May 2014

Dear Year 11 Parents,

The Year 11 annual *Parent-Teacher-Student* interviews will occur on **Wednesday 11th June** between **4.00pm and 8.00pm** in the Morley Centre. It is imperative that parents take this opportunity to discuss their son’s progress with each of his teachers. Parents and students are encouraged to make bookings with each of your son’s teachers. In Year 11, it is extremely important that you are familiar with the areas that your son needs to continue to focus on in order to achieve the best result possible in the HSC.

The booking process will be completed online, and this is a **compulsory school event**. As a compulsory school event, your son is expected to accompany you to all scheduled interviews in his **full school uniform**. If due to unforeseen circumstances, either you or your son are unable to attend these interviews, parents are asked to contact Mr Hendry (Senior Studies Coordinator) **prior to 11 June**. All information regarding the booking process has been provided on the reverse side of this letter.

Finally, below are some sample questions to help you with the parent teacher interview.

**Sample questions to ask:**

- How is my child doing compared to the whole class expectations?
- What are my child’s strengths and weaknesses?
- Does my child work up to his/her potential?
- Has my child been doing their homework?
- What can I do at home to assist?

Please do not hesitate to contact me if you have any questions, or wish to discuss any aspect regarding the *Parent-Teacher-Student* interviews.

Yours sincerely,

Mr Gavin Hays
Assistant Principal (Curriculum)
(e) ghays@parra.catholic.edu.au
Dear Parents

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

**BOOKINGS CLOSE AT 10am ON TUESDAY 10th of JUNE**

**Steps:**
1. Go to the following website www.schoolinterviews.com.au

2. Enter the school event code below:

   ![Event Code Image]

3. Enter your details, choose the teachers and select times.

4. Make sure that you select **finish** to confirm your appointments.

   ![Finish Confirmation]

   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.

5. For parents that don’t have internet access, phone the school on 9635 7066. Interviews are strictly 5 mins.

Finally, if there are no suitable times available on the schedule for a specific teacher, parents will need to contact the teacher directly to arrange alternative times.