



Sacred Heart Central School

Faith & Knowledge

19 March 2019

PARENT/TEACHER/STUDENT INTERVIEWS TUESDAY 19 March 2019

Dear Parents/Guardians,

We are at that time of the year once again for parents to book times to see teachers during Parent/Teacher/Student interviews. This system links with our new newsletter and messaging system. The name of the system is Session Keeper.

In past years, Secondary students received a "Work Habits" report in Terms 1 and 3. We are no longer sending home this report. The interviews to be held next week will be your chance to discuss your child's progress during Term 1 with their teacher/s for both Primary and Secondary. We would really encourage students to attend with their parents as it is very important for them to hear feedback and future directions. The interviews will be held for Primary and Infants in the Infants Breakout space and for Secondary in Rooms 7 & 8.

The following information is important if you wish to book a time to see your child/ren's teacher/s during Interviews on Tuesday 19 March from 3.30pm to 7pm. We only have interviews on one evening due to a decline in the number of parents attending these important sessions.

If you are unavailable on the evening, please contact your child/ren's teacher/s via email to make an alternative time.

You do not need your own login or password. You DO need your own email address. If you do not have an email address, please contact the front office staff for assistance.

The links to book times are:

Primary Link

<https://shcscootamundra.schoolzineplus.com/view-session/8>

Secondary Link

<https://shcscootamundra.schoolzineplus.com/view-session/10>

Click on the button that looks like this once you have accessed the website:



You will need to select the teacher you wish to book an interview with. ALL teachers are listed – not just your child's teacher.

If your child is in Secondary and you are uncertain about all your child's teachers' names, please check with the student and consult their timetable. All teacher names are listed in their timetable for each subject.

Select a timeslot, follow the next buttons and fill in your information as requested. (You will only need to fill in all your details once).

For each booking, repeat the process, first selecting "Book Appointment" from the choices on the left. You will need to add your child's name and year group for each booking.

A list of your bookings will appear on the left side of the screen as you make bookings.

You can print a copy of your bookings by selecting "View/Manage Appointments" (on the left of the screen) if you wish to keep a copy or you can log in using your device using the above address at any time to view your bookings using your email address. It is important you use the same email address throughout the process.

If you need to change a booking, click on "View/Manage Appointments" and you can delete a booking. You can then make a new booking from available times if needed.

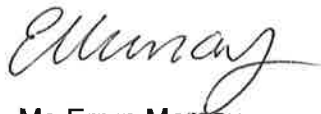
Teachers will print a list of the bookings made for them by lunch time on Tuesday 19 March to assist them to keep to the timeline. If you need to make a change after 11.30am, please contact the front office so that they can alert the teacher/s as necessary.

If you have any questions or require assistance, please contact the front office.

Yours faithfully,



Mr Brad Winsor
Primary Coordinator



Ms Erryn Marsay
Secondary Coordinator



Mrs Nicky Trinder
Principal