



Sacred Heart Central School

Faith & Knowledge

3 April 2018

PARENT/TEACHER/STUDENT INTERVIEWS TUESDAY 10 APRIL 2018

Dear Parents/Guardians,

We have updated to a new system 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.

The following information is important if you wish to book a time to see your child/ren’s teacher/s during Interviews on Tuesday 10 April from 3.30pm to 6.30pm. 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 link to book times is <https://shcscootamundra.sessionkeeper.com.au/>
You can also access this link via our website.

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 on their diary on their iPad. 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 10 April 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,

A handwritten signature in black ink, appearing to read "Janet Cartwright". The signature is fluid and cursive, with the first name "Janet" being more prominent.

Mrs Janet Cartwright

Principal

janet.cartwright@cg.catholic.edu.au