



Dear Parents & Caregivers of Years 1-6,

Student Led Conferences – Monday 5th & Tuesday 6th December 2016 - Years 0-6

Please follow the instructions below to book your child(ren)'s student led conference(s).

Getting Started: Go to www.schoolinterviews.co.nz.

- Enter the following school event code in the green box: **fsttp**.
- Remember to press **GO**.

Please note that there is a different booking code for Rooms 25-27 (yvvpb).

Step 1: Enter your name, your email address and your child's name.

- Your email address is used to send you confirmation of your bookings.
- Select the number of students you want to book in, and fill in their names.
- Click the **GO** button.

Step 2: Choose teachers for each student.

- These are listed by room, then by teacher, e.g. Room 1 – Karen Collins.
- Click the **GO** button.

Step 3: Choose a time for each teacher.

- To choose your times, click the checkboxes.
- Missing checkboxes mean that time has already been booked by someone else.
- Click the **GO** button to confirm your bookings.

What next?

- You should receive an email containing your booking times. If this doesn't arrive, please confirm your email address and check your spam folder.
- You can change or cancel your booking at any time by visiting **www.schoolinterviews.co.nz**, and entering the event code **fsttp**.
- Remember to arrive on time for all bookings!

Online bookings will close **Friday 2nd December at 3.30pm**. Any bookings after this time must be arranged with the teacher.

The smooth running of our evening relies on all parents keeping to the timetable. Please consider other parents and end the interview on time. If you need more time with a particular teacher, arrange a separate meeting or phone call.

Thanks, and if you don't have access to a computer please contact the school office.

Kind regards,

Margaret Trotter
Principal