

Date: 15 March 2019

Dear Parent/Caregiver

Parent/Teacher interviews for this year are scheduled for reports following each mid-semester report (ie after Term 1 and Term 3 interim reports)

After Term 1 interviews will be held from **3.30 – 6.30pm on Tuesday 30 April, 2019.**

After Term 3 interviews will be held from **3.30 – 6.30pm on Tuesday 15 October, 2019.**

Interviews will be conducted in D and F blocks. We encourage you and your child to attend the interview session to discuss your child's progress.

In the **Semester 1 Report** teachers have requested an interview with you if they feel there is a matter of importance which should be discussed, however, we encourage all families to attend. Please refer to your child's Report to view parent/ teacher interview requests.

To make Parent/Teacher interviews simpler and to increase parent control of the process, bookings can be completed online. The booking system can be accessed by clicking on the link on our School's homepage under the quicklinks banner. **Bookings will open on the first day of term 2 (or 4) and will close on the Monday before the interviews.**



When you enter the booking system, you will be prompted to enter your email address - this is your unique identification. Additionally, you should enter your name and a contact number.

When you register your student (please use full name), you must also specify the year level. It is this year level that automatically identifies the interview dates that have been scheduled at the School, along with the teachers that are available for interview sessions. You can then select a time that best suits you.

If you are unable to access the internet or require further information or assistance, please do not hesitate to contact the School on 4988 2222. We look forward to seeing you at our Parent/Teacher interviews.

Yours sincerely

Mrs Gaye Saunders
Deputy Principal

Mr Ray Clarke
Principal

How to book your Parent/Teacher interviews

NOTE: Information entered into this booking system is outside of the School's network and therefore under the privacy information policy of the website sobs.com.au – their policy states that they will not disclose this information to any other party, and nor will the information be used for any other purpose than managing these interviews.

1. Visit the School Website (<https://emeraldshs.eq.edu.au>) and click on the link for 'Parent/Teacher interviews'.

2. Type in your **email address**.

The screenshot shows the 'Parent/Teacher Interview Booking System' interface for Emerald State High School. On the left is a 'Main menu' with links: Change schools, Staff login, Parent access, Logoff, and Contact us. The main area is titled 'Interview Bookings' and shows 'Parent registration'. It has an 'Email' input field with a placeholder 'john.smith@gmail.com' and a note: 'For example: john.smith@gmail.com. This email will be your login identifier each time you revisit this site.' There are 'Next' and 'Cancel' buttons at the bottom.

3. Enter your **name** and **contact details**.

This screenshot is similar to the previous one but shows the 'Name' and 'Contact' fields. The 'Name' field has a placeholder 'John Smith' and a note: 'Enter your first name and surname, for example: John Smith'. The 'Contact' field has a placeholder '5555 1234' and a note: 'Enter a contact phone number'. 'Next' and 'Cancel' buttons are at the bottom.

4. Enter your **child's full name** and select **year level** from the drop down menu.

This screenshot shows the 'Student registration' step. It has a 'Child's name' input field with a placeholder 'John Smith' and a note: 'Enter your child's full name'. Below it is a 'Child's year level' dropdown menu with 'Yr7' selected and a note: 'Select this child's current year level'. 'Next' and 'Cancel' buttons are at the bottom.

5. Click on the '**Book Interviews**' box to book your interviews.

This screenshot shows the 'Book Interviews' step. It displays a table with columns: Name, Year level, Interview dates, and a 'Book Interviews' button. The table has one row: Nigel, Yr9, Term 1 parent/teacher interviews, 12-04-2011 - 13-04-2011. There is an 'Add child' button below the table. 'Next' and 'Cancel' buttons are at the bottom.

6. Select all teachers you require interviews with by ticking the box.

This screenshot shows the 'Select Yr9 Teachers for Interviews' step. It lists teachers and subjects with checkboxes: ANGELO, Michael; BROWN, Barry; ENGLISH, John; GEOGRAPHY, George; GRAFIX, Gary; LANGUAGES, Laura; MUSIC, Mozart; PEECEE, Peter; SCIENCE, Sally; SCIENTIST, Steven. There are 'Next' and 'Cancel' buttons at the bottom.

7. Scroll and select available slots with each staff member. The green slots are available. Gray slots are unavailable. As you click slots they will turn pink and your child's name will appear in the slot. You will only be able to book once with each teacher, and only once in each time slot. Ideally you want to select interview slots that are chronological so that you can move from one interview to the next without having to wait around. Once you have selected your interview slots click the 'Save' button.

8. Once selected you have the option of **emailing** or **printing** your interview booking times. If you select the email option the schedule is sent to the email address you initially entered.