

Special note to parents – 19th May 2010 – Teacher/Parent/Student Interviews

Interviews where children, parents and teachers can meet and discuss student progress will be held on Wednesday, 2nd June and Thursday, 3rd June. This is a great opportunity to meet your child's teacher and discuss his/her progress. As for the other interviews, we would like children to be present with their parents. Please note that it is important that other siblings are not present. Please note that as we are unable to organise volunteers for a crèche, you will need to make your own arrangements for the care of your children while at an interview.

Once again, you must go 'on-line' to book the interview. The instructions are below. If you are unable to use a computer or feel uncomfortable with the process, Barbara Medlock can help you in the library. Please see her if you need help.

How to request an interview on-line

Go to the site www.schoolinterviews.co.nz Enter the school code: "UJC8D" and follow these very simple steps. You will be prompted on the way:

Step 1: Enter your name, your email address and your student's name(s).

- Your email address is used to send you your interview timetable.
- Select the number of students you want to book interviews for, and fill in their names.
- Press the green "Go" button to go on to the next page.

Step 2: Choose the teachers you want to see for each student.

- Select the year of your child from the first box, then select a teacher from the second box.
- Press the green "Go" button to go on to the next page.

Step 3: For each teacher, choose an interview time. Interviews are 10 minutes long, and you should leave time to get to the next one. *Back-to-back interviews are not a good idea and the system won't allow it.*

- To choose interview times, click the checkboxes.
- Missing checkboxes means that time has already been booked by someone else.
- Press the green "Go" button to confirm your interviews.

Your interview times will be sent to your email address immediately and your child's teacher will have your appointment added to their list.

Regards
Charles Levings
Principal