

Tuesday 4th April 2023

Dear Parents/Carers,

Parent-Teacher interviews for Years K-2 will now be held in Week 2, Term 2. Our main allocation of interview times will be after school on **Wednesday 3rd May 2023**, however, if parents and carers are unable to book during this time they can contact the school via the Leura-p.school@det.nsw.edu.au account to request an alternative time with your child/rens teacher.

Interviews are strictly 10 minutes. If you require more time with your child's teacher, please arrange a separate meeting by telephoning the school on 02 4784 1251.

Go to www.schoolinterviews.com.au and follow these instructions:

MAKE A BOOKING

Enter the code **sjexq**



Enter your details



Select the teacher you wish to see



Select the appointment time that suits your family best



When you click FINISH your selected bookings will be emailed to you immediately. If you do not receive your email, please check your junk-mail, or enter the event code again and check your email address spelling. Update your details if the email address is incorrect. **DO NOT DELETE** the email you receive. Keep it somewhere safe. You may need to refer back to it at a later date.

REMEMBER TO ADD YOUR APPOINTMENTS TO YOUR CALENDAR - reminders will not be sent home.

Bookings must be finalised by Monday 1st May 2023 at 12pm.

If you need to view, cancel, change or print your bookings before this date:

- Click on the link in the confirmation email you received after you made your bookings
- OR return to www.schoolinterviews.com.au and enter the code and the email address you used when making your bookings.

Any changes after the closing date must be made by contacting the class teacher directly here at school.

If you are unable to make a booking on the available date, please contact the school to arrange a different time with your classroom teacher. If you have any questions about the interview booking process, please contact me through the school office.

Yours sincerely,

May Ptolemy
Principal