



1 April 2021

### PARENT TEACHER INTERVIEWS

Dear Parents/Carers

We have scheduled a Parent/Teacher interview afternoon to allow you to consult with the teachers of your son/daughter. This has been arranged for Tuesday 27<sup>th</sup> April 2021. On this day, from 3:30 pm until 7:00 pm, teachers will be available for interview by appointment. Interviews will be conducted in the Mareeba SHS Hall and are of 10 minutes duration.

To co-ordinate the interviews we have employed an online booking system to assist parents in securing their preferred interview times. The procedure is as follows:

- If you wish to see any of your child’s teachers, you need to secure an appointment time using this system. If you do not have access to the internet, you can call the school office to make your appointment.
- The booking system will only be accessible from 1 Apr 2021 5.00 pm through to 25<sup>th</sup> Apr 2021 midnight. No interview requests will be accepted outside of these times. This allows for the teachers to prepare themselves for the scheduled interviews.
- To access the online booking system go to the school website at <https://mareebashs.eq.edu.au> and click the ‘Quicklink’ for ‘Parent-Teacher-Interviews (Online Booking)’. Scroll to the bottom of the webpage for the ‘Quicklink’.
- Attached are a set of instructions to take you through how to make your booking.
- COVID-19 Restrictions (See attached)

Teachers may request an interview with you if they feel there is a matter of importance which should be discussed. Please refer to your child’s **Semester 1 2021 report** where a parent interview may have been requested.

We strongly encourage your child to accompany you to the interview as this often assists to clarify items during discussion and establishing goals for the coming semester.

Yours sincerely

Scott Whybird

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## 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://mareebashs.eq.edu.au>), scroll to the bottom of the home page and click on the link for 'Parent/Teacher interviews (Online Booking)' bottom right had side.

We acknowledge the traditional owners of the land, the Muluridji people. We pay our respects to Elders past, present and emerging.

**Contact us**  
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**Quick links**  
2020 Investing for Success (I4S) Agreement (74kb pdf)  
Parent teacher interview plan (PDF, 1.2MB)  
**Parent teacher interview bookings**  
Student email  
The Learning Place

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2. Type in your **email address**

Parent/Teacher Interview Booking System Daisy Hill College

Interview Bookings

Parent registration

Email:

For example: john.smith@gmail.com  
This email will be your login identifier each time you revisit this site

Next Cancel

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

The screenshot shows the 'Parent/Teacher Interview Booking System' interface for Daisy Hill College. On the left is a 'Main menu' with options: Change schools, Staff login, Parent access, Logoff, and Contact us. The main area is titled 'Interview Bookings' and contains a 'Parent registration' form with fields for 'Name' and 'Contact' (phone number), and 'Next' and 'Cancel' buttons.

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

The screenshot shows the 'Student registration' form. It includes a 'Parent' section with pre-filled details (john.smith@gmail.com, John Smith, 5555 1234) and an 'Edit' button. The 'Students' section has a 'Child's name' field and a 'Child's year level' dropdown menu set to 'Yr7'. 'Next' and 'Cancel' buttons are at the bottom.

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

The screenshot shows the 'Book Interviews' button highlighted in a blue box. The 'Students' table below shows one entry for 'Nigel' in 'Yr9' with 'Term 1 parent/teacher interviews' on '12-04-2011 - 13-04-2011'. An 'Add child' button is also visible.

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

The screenshot shows the 'Select Yr9 Teachers for Interviews' form. It lists various subjects and teachers with checkboxes for selection. The subjects listed are GEOGRAPHY, MUSIC, SCIENTIST, ENGLISH, LANGUAGES, and SCIENCE. Teachers listed include ANGELO, Michael; BROWN, Barry; ENGLISH, John; GEORGE, George; GRAFIX, Gary; LANGUAGES, Laura; MUSIC, Mozart; PEECEE, Peter; SCIENCE, Sally; and SCIENTIST, Steven. 'Next' and 'Cancel' buttons are 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

## COVID-19 RESTRICTIONS

Due to COVID-19 regulations only **one adult** can be in attendance at the interviews plus the student.

We cannot allow non Mareeba SHS students to attend on this afternoon (ie primary school aged or lower).

The waiting area will be outside of the hall and all people entering will need to sanitise their hands.

If you are sick, you will not be able to attend the interviews.

There will be no refreshments on offer and we highly recommend that you bring your own water bottle if required.

Thank you for helping us to abide by government guidelines in relation to COVID-19.