4 March 2013

Dear Parents and Carers,

RE: Parent – Teacher Interviews Term One 2013

Research and our experience shows that a positive relationship between home and school can have a powerful impact on both student achievement and wellbeing. While this relationship is developed and enhanced through regular informal contact between families and staff, a number of times each year Sacred Heart holds formal Parent-Teacher Interviews. Parent-Teacher Interviews for Term One 2013 have been scheduled for Week Nine (25th to 28th March). Our teachers will be available to discuss your child’s academic progress, application to school work or any other aspect of their children’s lives at school. There will be the opportunity to view work and assessment tasks completed so far.

To co-ordinate these interviews we have employed an online booking system to assist you in securing their preferred interview times. Families are asked to register through the website www.sobs.com.au. You only need an active email address. No log ins or passwords are required. The booking system will only be accessible from Saturday 9th March at 12.00am through to Thursday 21st March at 9.00pm. Any interviews required after this time will need to be negotiated directly with the teacher concerned. If you do not have access to the internet local libraries may be able to help, or alternatively you can call the school office.

As this is the first time we have attempted this way of scheduling Parent-Teacher Interviews there will no doubt be teething problems. If you have any trouble using the system or have any feedback we may offer to the provider, please contact me so that I can work to resolve any concerns.

We look forward to seeing as many families as possible throughout Week Nine as we continue to work together to support our children.

Sincerely,

Lindsay Luck
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.


2. Click “Parent Access”. Search and select Sacred Heart Catholic School, Woodroffe.

3. Type in your email address

4. Enter your name and contact details

5. Enter your child’s full name and select year level from the drop down menu
6. Click on the 'Book Interviews' box to book your interviews.

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

8. 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.

9. 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.