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**Principal:** Simon Smith



**ACT**  
Government  
Education

13 February 2019

## **K-2 Meet and Greet Interviews**

**Date:** Weeks 4 and 5: Monday 25 Feb – Fri 8 March

**Venue:** Gowrie Primary School

**Online bookings:** Close Thursday 21 February

Dear Parents/Carers

Families with students in Kindergarten, Year 1 and Year 2 are invited to attend 'Meet and Greet' interviews during Weeks 4 and 5, from Monday 25<sup>th</sup> February to Friday 8<sup>th</sup> March.

Bookings are made online by following the instructions on the reverse side of this note.

Bookings can be made until **Thursday 21<sup>st</sup> February at 5pm**, after which time the booking site will close.

Interviews run for 10 minutes and are an opportunity to touch base with your child's teacher and receive information about the upcoming school year.

We look forward to this opportunity to meet with you and discuss ways to support your child's progress at school. If you have any enquiries about the booking process, please contact our front office on 6142 1960.

Best regards,

Simon Smith

Go to [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au)  
and follow these instructions.

 

Enter the code **htm5n**  
and press "Go"

**1. Enter your details**

School Interviews 1 2 3

**Gowrie Primary School Parent-Teacher Interviews**

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

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

Email

Parent's full name

Book for  students

Student's name

**2. Select your child's teacher**

School Interviews 1 2 3

**Gowrie Primary School Parent-Teacher Interviews**

**Step 2:** Choose a teacher.

- Press the green "Go" button to go on to the next page.

Class - Teacher

For Joe

**3. Choose times**

School Interviews 1 2 3

**Gowrie Primary School Parent-Teacher Interviews**

**Step 3:** Choose the time(s) you want.

- Leave time to get from one booking to the next - *back-to-back bookings are not a good idea.*
- Missing checkboxes mean that time has already been booked by someone else.
- Mouse over the teacher name to see more information.
- Press the green "Go" button to confirm your bookings.

**4. Receive email confirmation**

School Interviews 1 2 3

**Gowrie Primary School Parent-Teacher Interviews**

Your booking has been confirmed and emailed to you.

Your bookings are listed below.

The smooth running of our event relies on all parents keeping to the timetable. Please consider other parents and end on time. If you need more time with a particular teacher, please arrange a separate meeting or phone call.