



ONLINE BOOKING INSTRUCTIONS
PASTORAL/LEARNING PHONE CHECK-INS
(Kindy to Year 6) -- Term Two 2020

24th April 2020

Dear Parents/Guardians

We will be offering Pastoral/Learning Phone Check-Ins for Kindy to Year 6 (Parent/Teacher/Child *where possible*) that **will be held each week for the start of Term 2 from 1.10pm to 2.50pm on a Wednesday, Thursday and Friday afternoon while remote home learning is taking place.**

We will be using our regular **online booking procedure for these Pastoral/Learning Phone Check-Ins**. This is a simple process that streamlines administration of the phone check ins while allowing families to see bookings made and assess teacher availability in a timely way.

As these check-ins will be weekly, you will need to login on the Monday morning of each week with a different code that will be sent to you via text message on a Monday.

Please note that the Pastoral/Learning Phone Check-Ins **need to be strictly a maximum of 10 minutes** duration in order to potentially communicate with each family.

BOOKINGS OPEN Each Monday at 9am

BOOKINGS CLOSE Each Wednesday at 9am

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

To make a booking, please enter the event code:

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

Simply enter the code that be sent via text message each Friday and press "Go"

Please note that this code will change each fortnight.



1 Enter your details including contact phone number for the interview.

2 Select the teacher(s) you wish to see

3 Select the appointment times that suit you best

When you click **FINISH**, your Pastoral/Learning Phone Check-Ins time(s) will be emailed to you automatically. **If you do not receive your email immediately**, check your junk mail folder and make sure that you have entered your email address correctly.

You can return to www.schoolinterviews.com.au at any time, and change your Pastoral & Learning Phone Check-In time - until the bookings close each **Wednesday at 9am**.



ST. EMILIE'S CATHOLIC
PRIMARY SCHOOL

Growing in Grace

You may change your bookings, any time prior to the closing date, by re-visiting the www.schoolinterviews.com.au website, and use the same event code. Remember to use the same name and email address, you used when you made your original booking.

Please note the following in relation to these calls:

1. This is simply a check-in phone call, not a parent teacher meeting. It is an opportunity for families to ask questions, share any concerns and offer/receive any feedback.
2. The smooth running of this event relies on parents being next to their phone, 5 minutes before the appointment time.
3. Phone check-ins are strictly 10 minutes only. Please also consider other parents and end the call on time.
4. We recommend that your child is also with you for this appointment, where possible.
5. When the teacher is speaking to your child, we ask that the phone be placed on loud speaker so that you can hear the conversation also.
6. As this call may be from a teacher's own phone, it is likely to come up on your phone as "No caller ID", "anonymous", "Caller unknown" or "Private Number".

While organising these calls is not an easy exercise, we feel that it is an important opportunity for home and school to connect and support one another, especially for the children.

After this initial letter, you will receive a text message each Monday morning with a code to use for the bookings.

With thanks,

St Emilie's School Leadership Team