



SHALOM COLLEGE

15 April 2016

Dear Parents,

RE: PARENT TEACHER INTERVIEWS – ALL YEAR LEVELS IN ALL SUBJECTS (EXCLUDING YEAR 7, 8 AND 9 CORE STUDIES)

Parent teacher interviews will be conducted on the afternoons of Tuesday 10 and Tuesday 17 May 2016.

The aim of parent teacher interviews is to provide an opportunity for parents to meet with teachers to discuss the progress and learning needs of their children. Students are strongly encouraged to attend and participate in the interview also. Your child's progress is crucial to you and us and it is a significant benefit in this process if your child can be a part of the discussion. **Please note that this round of scheduled parent teacher interviews excludes Year 7, 8 and 9 Core Studies.** A second round of scheduled Year 7, 8 and 9 Core Studies parent teacher interviews will be available at the beginning of Term Four.

Parent teacher interviews may be arranged online at any time of the day. To access the online booking facility, log-in to **Parent Lounge** via the College intranet at <http://intranet.shalomcollege.com/> and click on the "Parent Teacher Interviews" tab from the menu on the left of the screen. At the time of writing this button will be inactive with the word "scheduled" inside it. When **bookings open at 8:00am on Friday 29 April** this button will become active with the words "Book Now" inside it.

Please note that **the online booking facility will close at 5:00pm on Friday 6 May** to allow teachers to prepare for interviews scheduled on the following Tuesdays.

Parents who do not have internet access may contact the College administration staff during business hours on 4155 8111 to make bookings. Similarly, if you have internet access but do not have an email registered with the College may also contact the administration staff to arrange bookings, obtain login details or to register email contact details.

Interviews will be held in the Sports Centre on the scheduled days from 3:30 pm to 6:30 pm. Interviews will be of ten minutes duration.

When considering interview requests, please note that on Tuesday 10 May Ms Henrika Ambrutyte, Mr David Gahan, Mrs Kim O'Shea-Hard, Mrs Mary Taylor, Ms Paula van Dalen, Miss Jade van Krimpen and Mr Robin Wust will not be available for interviews and on Tuesday 17 May Mr Stephen Chappel, Mrs Maria Fresta, Mrs Mary Taylor and Mrs Jo-Anne Thomson will not be available for interviews.

While the scheduled interview are seen as an important communication between home and school, parents are welcome to arrange an interview with specific teachers at another time that is mutually suitable or any time the need arises throughout the year. Parents who would like to arrange an appointment at a time other than the scheduled interview days should do so by contacting the teacher(s) directly through the College office on 4155 8111 or via email.

Yours faithfully,

**DAN MCMAHON
PRINCIPAL**