Dear Parents,

The Information Evening will be held on **Thursday 11th February, 2016**. You can book online at times that suit your family best. Please follow the instructions below to access the website or go through the school site and select interviews. Don’t forget to give yourself time to get to the next teacher if you have more than one child. Bookings will close Wednesday 10th February at 4pm.

You are able to change your interview bookings any time prior to the closing date by re-visiting the site, and using the event code. Remember to use the same name and email address you used for the original booking. If you wish to cancel your interview time after the closing date, please contact the school on 46571185. If you do not have access to the internet at home, work, a friend’s house or on your phone, please contact the school on 46571185 to request a time be arranged for you.

When you click finish, your interview timetable will be emailed to you automatically – check your junk mail folder if you do not receive the email shortly after.

www.schoolinterviews.com.au

**Event code: FRE2X**

1. Enter your details
2. Choose Teachers
3. Choose times

**Step 1:** Enter your name, your email address 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.

**Step 2:** Choose a teacher.

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

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

- Missing checkboxes mean that time has already been booked by someone else.
- Press the green "Go" button to confirm your bookings.

You may return to the site to make changes to your bookings up until the closing time.