

1<sup>st</sup> February 2018

Dear Parents/Caregivers

**Home/School Partnership Meetings**

**Tuesday 13<sup>th</sup> February, 3.20 – 6.30pm**  
**Thursday 15<sup>th</sup> February, 3.20 – 6.30pm**

For the Home/School Partnership Meetings this year we are once again using the online booking system. This system allows you the opportunity to choose an interview time for your child/children and then the flexibility of changing the times should they not suit.

**Online bookings will be open from Friday 2<sup>nd</sup> February at 3.30pm.**

To access the booking system, all you need to do is go online at [www.schoolinterviews.co.nz](http://www.schoolinterviews.co.nz).

- Enter school code – **katac** and press GO
- **Step 1** – Enter name, email address and student's name/s and press GO
- **Step 2** – Choose the teacher/s you want to see for each student and press GO
- **Step 3** – To choose interview time, click the checkboxes  
Missing checkboxes mean that time has already been booked by someone else  
Press GO to confirm interviews
- **Your Interview is Confirmed** - on this page you will see your interviews listed. You can cancel, update, add, reschedule and print.
- Click '**Finished**' when completed.

Conferences will be 10 minutes long.

If you need interviews for more than one child, we suggest that you do not make bookings in consecutive time slots as you would need to leave your first interview early in order to be on time for the second one. The system does bring up a warning about this if you try to do it.

If you are not comfortable conversing with the teacher in English, please feel free to bring a friend or older sibling who can assist with translation. For those parents who don't have access to a computer, just pop into the school office and we can go online and make the appointments for you.

**Online bookings will close at midday on Monday 12<sup>th</sup> February.** Therefore, you will need to contact the office to make any late appointments/changes.

Yours sincerely  
Robyn Steel  
**Deputy Principal**