

# Parent - Staff Interviews – Friday 11<sup>th</sup> April 2025

**Normal classes:** Period 1- 3

**Recess:** 9.40am – 10.00am

**Face to Face Interviews as Booked:**

10.00am – 11.40am

5 minute interviews, 1 minute change over

**Lunch:** 11.40am - 12.10pm

**Face to Face Interviews as booked:**

12.10pm – 1.40pm

5 minute interviews, 1 minute change over

**Teacher break:** 1.40pm – 2.00pm

**Phone Interviews as booked:**

2.00pm - 3.10pm

5 minute interviews, 2 minute change over

**Parent-staff interviews:**

Face to Face Interviews will take place in the Gymnasium

Phone Interviews – staff will contact the parent/guardian at the booked time.

**Student Arrangements:**

- It is expected that students are in attendance at the face to face interviews with their parent/carer.
- Once a student's interviews are complete, they are eligible to leave the College following the standard leave processes.
- Students not having interviews are eligible to go on leave as from 10.00am, following the standard process. Boarding students use REACH as normal, Day Students leaving early must provide written permission (email or note) with specific details of their departure and travel arrangements, by no later than 8.00am Thursday 10<sup>th</sup> April.
- Students not having interviews and remaining at the College until the close of the day (2.25pm) will be supervised at the College.

**Timing:**

Time keeper – TBA closer to event.

Please keep to times.

Be aware of who you are meeting with and do not impact on other parents' booked times. If you require further time to discuss your child's progress, please arrange an additional meeting time and date with the respective teacher.

Dean Pfitzner  
Vice Principal

27<sup>th</sup> March 2025