



## ST GREGORY'S COLLEGE CAMPBELLTOWN

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100 Badgally Road, Gregory Hills 2557  
Telephone 02 4629 4222  
Facsimile 02 4628 1594  
ABN 42 940 977 322

29 April 2021

Dear Parents and Carers,

We are writing to request your attendance at the upcoming Parent-Student-Teacher interviews for students in Years 7-12 to be held in the Brother Luke Hall. These interviews provide an invaluable opportunity to discuss your son's progress with his teachers. Interviews will be held between:

- **9.00am - 7.00pm on Friday 14 May and**
- **9.00am - 12.30pm on Sunday 16 May.**

The online School Interview Booking system that has been successfully used for several years will again be used. The booking system will **open at 10am on Tuesday 4 May and close at 2pm on Thursday 13 May.**

Before making a booking, ask your son for a list of his subjects and teachers. Using the system without this information will be difficult. When the bookings open on the 4 May, please log on to [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au), click Make a Booking and enter the event code: **u8dfq** before following the steps below.

### **Step 1 – Enter your details**

- Your email address
- Parent - First and Surname
- Mobile Number
- Student - First and Surname
- Click GO

### **Step 2 – Choose a Subject and your son's Teacher for that Subject**

- Click Add another teacher
- Repeat for all the relevant subjects
- Click GO

### **Step 3 – Choose the time(s) for the interview(s)**

- Repeat for each interview
- Click GO

### **Step 4 – Confirmation message**

- Click Finished
- Your booking email will be emailed to you automatically - **check your Junk mail folder** if you do not receive your email immediately. You can return to [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au) at any time, to change your interviews - until bookings close.

For parents that do not have access to the internet at home, at work, at a friend's house or on their phones, please call Reception from 10am Thursday 4 May for assistance. Parents may send a note to Student Services with the approximate times they require, or phone the school on 4629 4222.


Parents can change their interview bookings, any time prior to the closing date, by re-visiting the [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au) website and using the event code. Remember to use the same name and email address you used when you made your original booking. Parents wishing to change their interview times after the closing date, should contact the school directly on 4629 4222.

A small number of staff will not be available to attend the interviews on either day due to their involvement in other College events. Mr Paul Brooks, Mr Edward Stefanski, Ms Emily James and Mr Jamie Cook will not be present for interviews. If your son has one of the teachers listed above for a subject, then in lieu of an interview, a phone call can be organised via your son's diary. Simply leave a brief note and a mobile number in your son's diary, and the subject teacher will phone you.

Interviews are **strictly 5 minutes**, with two-minute moving time between appointments. If you require more time, please contact the College, and make alternative arrangements. If there are no suitable times available on the schedule, parents can contact the classroom teacher directly, to arrange an alternative interview time.

It is an expectation of the College that all students attend the interviews with their parents / carers. Students are to be dressed in full winter uniform. In some circumstances, teachers may specifically request an appointment time with you. If you and your son are unable to attend the interviews, please notify the relevant Year Leader by Monday 10 May.

Yours faithfully,



**Barry Graham**

Director of Administration

St Gregory's College Campbelltown

[bgraham@stgregs.nsw.edu.au](mailto:bgraham@stgregs.nsw.edu.au)