



St Joseph's School, Northam

PO Box 500 Northam WA 6401
Email: admin@sjsnortham.we.edu.au
www.sjsnortham.wa.edu.au

Primary Campus: Lance Street – Telephone (08) 9621 3500
Secondary Campus: Wellington Street – Telephone (08) 9621 3550

Parent Teacher Interviews Primary & Secondary Booking Information

Dear Parents & Carers,

The Semester One reports will be generated via SEQTA Engage on Wednesday 30th June. Parents who have not activated their account yet were sent a welcome email last week. You will need to activate this account before you are able to see the report. For those who have forgotten their password, please use the Forgot my password function to reset.

This year the Primary & Secondary campuses will be using two different booking platforms to book the Parent Teacher Interviews at the start of Term 3. Please read the information relevant to the campus you require.

Please follow the instructions below to book in for your child's interview time. If you are not able to attend on these dates, or you feel that you will need a longer appointment slot, please contact your child's teacher/teachers via email to arrange an alternative time.

Primary Campus

Parent-Teacher Interviews for students in Kindy – Year 6 will be held **on Thursday, 22 July and Thursday, 29 July from 2:45pm – 6:00pm**. Interviews are strictly 10 minutes and will be held in our Primary Performing Arts Centre.

The purpose of the interviews is to discuss your child's progress up to this point, goals for Semester Two and an opportunity to discuss any celebrations, concerns or questions you may have. For families with children in Year Three Blue, Year Four Blue and Year Five Gold, these interviews will provide you with an opportunity to meet your child's new teacher and share information with them about your child.

To book - Go to www.schoolinterviews.com.au and enter the code **gbr85**

1. Enter your details
2. Select the teachers you wish to see
3. Select the appointment times that suit your family best

When you click FINISH your selected bookings will be emailed to you immediately. If you do not receive your email, please check your junk-mail, or enter the event code again and check your email address spelling. Update your details if the email address is incorrect. **REMEMBER TO ADD YOUR APPOINTMENTS TO YOUR CALENDAR** - reminders will not be sent home.

If you need to view, cancel, change or print your bookings:

- Click on the link in the confirmation email you received after you made your bookings
- **OR** return to www.schoolinterviews.com.au and enter the code and the email address you used when making your bookings.

Secondary Campus

Interviews for Secondary students will be held on **Thursday 22 July from 2:50pm-6:00pm**. Interview slots will be 15 minutes in length and will be held in the new classroom block on Duke Street, next to the Admin building.

Interviews will be made using Edval Timetabling Solutions as it was last term. Parents were emailed an invitation to attend these following the release of our Semester One reports on SEQTA Engage. On the invitation is a web address as well as a student code. These are needed to log in. You will then be able to choose the teachers you wish to see in the preferential order you wish to see them.

At 3.00pm on Tuesday 21 July the booking window will close. The Edval system will then generate the timetable that is best for most people. Parents will then be emailed their interview schedule. Please save your personalised schedule.

We look forward to seeing you at the interviews next term.

Kind regards,

Andrea Woodgate

Principal

St Joseph's School Northam