



March, 2019

Dear Parent/Guardian,

PARENT/TEACHER INTERVIEWS

The Parent/Teacher Interviews are an opportunity to meet with your son/daughters' teachers to discuss their academic progress and learning habits.

The interviews for Years 7, 11 and 12 for Term 1, 2019 are scheduled for:

- **Tuesday, 26th March from 3.50pm to 6.30pm**

The interviews for Years 8, 9 and 10 will be in Term 2:

- **Thursday, 23rd May from 3.50pm to 6.30pm**

We also invite your son/daughter to attend the interviews with you so that matters discussed are heard by all concerned. Interviews are scheduled for 6 minutes each and will be located in the Magis Centre. Should you require a longer interview, this should be arranged directly with the teacher or the relevant Head of House.

Bookings are done online via the Parent Portal. The online interview booking system will allow you to choose times most suited to you and the respective teachers' booking lists. The following page "Online Interview Booking System" outlines the procedures to follow to make interview bookings. The internet based interview booking system will be available to parents and caregivers of students in Years 7, 11 and 12 from 7.00pm Monday, 18th March, 2018, and Years 8, 9 and 10 from 7.00pm Monday, 13th May, 2018.

Online Interview Bookings – Important Information

- Bookings are done on line via the Parent Portal <http://schoolworx.lism.catholic.edu.au>
- Bookings **close** 24 hours before the interview date.
- Bookings open for Years 7, 11 and 12 on Monday, 18th March at 7.00pm
- Bookings open for Years 8, 9 and 10 on Monday, 13th May at 7.00pm
- Late cancellation of interviews can be made by phoning the Help Desk on 6618 0180.
- **No bookings will be taken on the day of interviews.**

Please note that you will be able to book one interview time slot per teacher and are able to print your interview bookings at any time before the interview dates.

If you have any queries or problems accessing the on line booking system please contact the **Help Desk** by phone on **6618 0180** during school hours.

As mentioned above, bookings will be available from 7.00pm on the dates listed above. As many teachers' interview schedules may start to fill, please try to get in early and aim to be flexible in your choice of time slots.

Yours sincerely,

Mr Michael Vella
Principal

Mrs Amanda Falvey
Assistant Principal – Teaching and Learning

Online Interview Booking

****Please ensure you have created a Parent Portal account (see College Website for instructions)****

Step 1. Log in to the Parent Portal (Lismore Diocese) <http://schoolworx.lism.catholic.edu.au/parentportal>

Lismore Diocesan Authentication

Username

Password

LOGIN

> Forgot your password?
> Account Settings
> Download & Install Certificate

NB: Please enter full email address

Step 2: Select your child (this will show your son/daughters information)

Step 3: Select Parent/Teacher Interviews.

Step 4: Select Make/Review Appointment Bookings

Step 5: Select times for teachers via the drop down box (availability times are highlighted)

Step 6: Select View appointment times (appointment times will be listed)

Step 7: To print interview times – right click on interview times, select print, print to your printer.

SCHOOLWORX: Managing Learners

Logout Parent Portal Interview Appointments

Parent/Teacher Interview Bookings for [redacted]

[Make/Review Appointment Bookings]

Interviews appointment bookings for [redacted] - Date: [redacted]

Times	Interview Appointments
4:50 - 4:55pm	Ms. Louise WEIR (M2MSA11C)
5:00 - 5:05pm	(A11B)
5:20 - 5:25pm	(T111)

Numt

Left click on print

- Back (Alt+Left Arrow)
- Forward (Alt+Right Arrow)
- Reload (Ctrl+R)
- Save as... (Ctrl+S)
- Print... (Ctrl+P)
- Cast...
- Translate to English
- View page source (Ctrl+U)
- Inspect (Ctrl+Shift+I)

Note: To change any appointment times select Make/Review appointment bookings and follow Steps 4 to 7.