

Robertson State School

PARENT/TEACHER INTERVIEWS

Parent Memo



Dear Prep - Year 6 Parents,

Parent Teacher interviews for Prep – Year 6 will be in Term 3 Week 10 (Tuesday 16 September, Wednesday 17 September).

Please log in from 9am Friday 22 August to see availability for your teacher and make a booking. Interviews will be of 10 minutes duration.

BILINGUAL INTERVIEWS

- We ask that parents of the bilingual program **only make 1x booking** with their class teacher pair. You will still be able to meet both teachers for your booking for 5 min each for a total of 10 minutes. Do **not** make 2 bookings – thank you!

1C / 1D – Ms Sooyun Hong / Ms Min Yi Hung
2C / 2D – Ms Jenna Craven / Ms Wendy Tai
3C / 3D – Mr San Ha Lee / Ms Rita Hsu
4C / 4D – Ms Zoe Grafton / Ms Peggy Gu
5C / 5D – Ms Katie Hereemans / Ms Vienna Cheong
6C / 6D – Ms Janine Muller, Ms Siara North / Ms Shichan Tang

PARENT LOGIN

- All parents will need to login with the email they receive newsletters to in order to create a parent teacher booking.

PARENT LOGIN METHOD

- Due to security and privacy requirements of Education Queensland, we are not permitted to load parent and student names into Schoolzine without first obtaining individual consent from parents. Therefore, no student data is contained within the system.

All parents will need to login with the email they receive newsletters to in order to create a Parent Teacher booking.

Please follow these steps to log in to Schoolzine and make your interview bookings:

- Got to the Robertson State School Schoolzine website
<https://robertsonss.schoolzineplus.com/view-session/40>
- At the login screen, login with the same email that you receive the Robertson State School newsletter.
- Proceed to make bookings as instructed on the screen.

POINTS TO BE AWARE OF

- You will not be able to access the system until it goes live.** See the timeline below for details.
- You will only see time slots that are available at the time you are using the system. As time slots are booked for teachers, those time slots are no longer displayed as available. Schoolzine prevents double-booking of teachers.
- Other parents may be making bookings at the same time that you are using the system. It is possible, though unlikely, that a time slot is displayed to you as available, but is then booked by another parent shortly afterwards. If you then attempt to book this time slot it will not be available and a message will be displayed to indicate this.
- If you need to change your booking after the access has been turned off, please contact the teacher directly via their email.

TIMELINES

Dates	Details
Friday 22 August 2.30am	- Access turned on for parents of Prep - 6
Monday 15 September 1pm	- Parent access turned off for parents of Prep - 6. If parents contact the school after the cut-off, they will be advised to email teacher to arrange a meeting time
Tuesday 16 September, Wednesday 17 September, 3.20 – 5.50pm	- Parent/Teacher interviews

INTERVIEWS

- Each interview is scheduled for 10 minutes.
- It is very important we stick to the 10-minute interview period. This can be very challenging with some parents.
- Please come prepared with questions to ask during the interviews.
- You are welcome to wear a face mask if to you wish to the interview.

VENUE

- The interviews after school will be held in your child's classroom.

Regards

Kerin Gordon || Deputy Principal

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