

Thursday 15th June 2017

PARENT TEACHER INTERVIEWS

Dear Parents/Guardians,

Bookings are now open for Parent Teacher Interviews, which will take place on:

**Tuesday 27th June 3:40pm to 6:50pm and
Wednesday 28th June 3:40pm to 4:50pm**

(Note: If your child normally has an SSG meeting these will take place early Term 3)

Please schedule your interview time now by using the Sentral Parent Portal (same portal where you view your child's academic reports). The easiest way to get to the portal is via our school website. The Sentral link is the fourth Quick Link under the main photo.



<http://www.chps.vic.edu.au/>

If you have not yet logged into the Sentral Parent Portal, check any recent emails from the school or call the office for your Family Key.

Click on the green 'Interviews' heading and read the instructions to book a timeslot for your child. Don't forget to click 'Confirm Appointments' to save.

- Interviews are 10 minutes in duration.
- Bookings will close at 1pm on 26th June.
- If you do not have internet access or need any assistance with bookings, a computer will be available at the school office foyer and office staff will be happy to help.
- If there are no suitable times available on the schedule for a specific teacher, please contact the classroom teacher directly to arrange an alternate interview time outside the allocated schedule.
- Students may accompany parents to the interview but to support an effective conversation we suggest the student bring with them a quiet activity.

Alec McPhee
Reporting Co-ordinator

Your family centred school

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