



Monday 11<sup>th</sup> March 2019

Dear Parents/Caregivers

**GC Middle Years Year 7-10 Parent-Teacher-Student Conferences with subject teachers**

<b>Tuesday, 9 April</b>	1:30 pm to 3:10 pm 3:30 pm to 5:30 pm 6:00 pm to 8:00 pm
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Please note **school will close at 12.50pm on Monday 8<sup>th</sup> April** to enable teachers to attend Botany Campus interviews as well as at **12:50pm on Tuesday 9<sup>th</sup> April for Middle Years interviews at Golflands Campus**. Buses will run at usual times and ARISEPM continues as usual. Students not collected at 12.50pm will be supervised in the hall – no students are to be on the playground.

Each interview is 5 minutes long. Please ensure you arrive on time to each interview.

**Booking your interviews**

The booking website will open **Tuesday, 12 March at 10:00am**, and will **close Tuesday, 9 April at 10:00am**.

1. Go to [parentinterviews.co.nz](http://parentinterviews.co.nz), enter the event code **F3BFNMTF** and click Go.
2. Enter your name, email address and the names of the students you wish to make bookings for.
3. Select the teachers you'd like to book by ticking the checkbox beside their name, and then click the Book Interviews button at the bottom of the page.
4. Using the timetable, click the Book button beside the time slot you'd like to book for the teacher. You'll be asked to confirm your booking.
5. Continue until you've booked all teachers.

Once you're finished, you can view your timetable by clicking [My Interviews](#) at the top of the page. You can also print a PDF timetable to take to your interviews.

Before your interviews, you'll receive an email reminder containing your timetable. If you need to cancel any interviews, you can do so by following the link in the email you received when you first signed up.

If you have any questions regarding the conferences, please contact the Golflands Campus office at 09 538 0368 or [golflands@elim.school.nz](mailto:golflands@elim.school.nz) for assistance.

If you are unable to attend conferences you may email the teacher using the format [firstname.lastname@elim.school.nz](mailto:firstname.lastname@elim.school.nz).

Yours sincerely  
Wendy van de Worp  
**Middle Years Lead**