

27<sup>th</sup> March 2018

Dear Parents/Caregivers/Whanau Mt Albert Campus

### 3-Way PARENT-TEACHER-STUDENT Conferences

MAC Parent - Pastoral Care Teacher- Student Conference Date	MAC Y11-Y12 History with Mr Scott Rm 11 Christian Living with Mr Scott Rm 11
3 <sup>rd</sup> May	2.20 pm to 5:30 pm 6:00 pm to 8:00 pm

### Booking your Conferences

Parents are asked to book their conferences electronically via the Parent Interviews website. **The booking on this website will open on Wednesday, 4 April at 9.30 am, and will close on Wednesday, 2<sup>nd</sup> May at 6:00 pm.** No conferences can be booked before the start date.

To book your conference time, go to: <https://www.parentinterviews.co.nz/>,

For **Mr Scott** enter the event code **Z6DFVBEU** and click START.

1. Enter your name, email address, phone number, and the names of the students you wish to make bookings for.
2. Select the teachers you'd like to book by ticking the checkbox beside their name, and then click the Book Conferences button at the bottom of the page.
3. Using the timetable, click the Book button beside the time slot you'd like to book for the teacher. If you have a number of children at school, please leave a suitable gap between conferences to ensure you receive your full interview time.
4. You'll be asked to confirm your booking.
5. Continue until you've booked all teachers. If you are seeing more than one teacher, please allow time between these conferences.

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 conference(s).

Before your conferences, you will receive an email reminder containing your timetable.

Cancelling your appointment  - If you need to cancel any conferences, 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 Mt Albert Campus office at 09 846 2159 or [mtalbert@elim.school.nz](mailto:mtalbert@elim.school.nz) for assistance. If you are unable to attend conferences you may email the subject teacher using [firstname.lastname@elim.school.nz](mailto:firstname.lastname@elim.school.nz).

Yours sincerely

Mrs Mary Seah  
Team Leader Years 1-3

Mrs Ruth Scott  
Team Leader Years 4-8

Mrs Mabel Mathew  
Team Leader Years 9-13