

Friday 19 June 2020

Dear Parents/Caregivers

Year 11-13 Parent-Teacher-Student Conferences with subject teachers

Monday 29 June	1:30 pm to 3:00 pm 3:20 pm to 5:00 pm 5:30 pm to 6:30pm
Tuesday 30 June	1:30pm to 3:00pm 3:20pm to 5:30pm

Please note **Botany Campus will close at 12.50pm on Monday 29 June and Tuesday 30 June for interviews at the Botany Campus.** Buses will run at usual times.

Each interview is 10 minutes long - please remember to allow for movement between teachers within this time. Please ensure you arrive on time to each interview.

Booking your interviews

Bookings will open on the Parent Interviews site on **Monday 22 June at 9am**, and will close **Monday 29 June at 10am.**

1. Go to parentinterviews.co.nz, enter the event code **5RP3C89H** 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 Botany Campus office at 09 538 0368 or botany@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.

Yours sincerely

Carol Pottow MA, HDE

ASSISTANT PRINCIPAL BOTANY CAMPUS/PRINCIPAL'S NOMINEE