



Monday 9 June 2025

Dear Parents and Caregivers,

YEAR 11 - 13 PARENT-TEACHER-STUDENT CONFERENCES

Parent-Teacher-Student Conferences are planned for **Monday 23 June 2025** from **1pm to 7pm**. Parents will be able to connect with subject teachers to discuss their child's progress to date.

Please note:

- Botany Campus will **close at 12pm**.
- Buses will run at usual times.

Each interview is 5 minutes long. Please ensure you arrive on time to each interview. Please make alternative arrangements with each subject teacher should a longer meeting be required.

Booking your interviews

Bookings will open on the Parent Interviews site on **Monday 16 June at 4pm**, and will close **Monday 23 June at 10am**.

Go to www.parentinterviews.co.nz and enter the event code [W4LQF3VG](#). **You can only book from 4pm Monday 16th June.**

1. Enter your name, email address and phone number so we can send you a copy of your interview schedule and notify you if we have to cancel your interviews with a teacher for some unforeseen reason.
2. Enter the names of the students you wish to make bookings for.
3. Search teacher names or select from the list. Select as many teachers as you want to meet.
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.
6. Your interview schedule will appear. This will also be emailed to your email address.

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 "Return to your Account" link in the booking confirmation email you received when you booked your interviews.

If you are unable to attend conferences you may email the teacher using the format *firstname.lastname@elim.school.nz*.

Full staff list can be found here: <https://www.elim.school.nz/our-school/staff/>

Kind regards,

Tody Granat BPE

Deputy Principal (Senior Years)