Elim Christian College

Monday 15th June 2020

Dear Parents/Caregivers of year 8 students.

GC Middle Years Year 7-10 Student Led Conferences with Middle Years teachers

Wednesday 24th June 1.30pm to 7:30pm	OR	**Tuesday 30th June 1.30pm to 6.30pm**

Please note **school will close at 12.50pm on Wednesday 24th June and on Tuesday 30th June** to enable teachers to host the Student Led Conferences (SLC) at Golflands Campus on these two days. Buses will run at usual times (3:05pm) and Kelley Club Aftercare continues as usual. Students not collected at 12.50pm will be supervised in the hall – no students will be allowed on the playground.

The SLC is booked with ONE teacher and is **15 minutes long**. Please ensure you arrive on time for your conference.

Booking your conferences

The booking website will open **Wednesday 17th June at 4:00pm,** and will **close Tuesday, 23rd June at 10:00am.**

1. Go to parentinterviews.co.nz, enter the event code X4JTQLDN and click Go.
2. Enter your name, email address and the name of the student you wish to make a booking for.
3. Select the teacher from the list 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. These conferences are not subject teacher specific and therefore you are encouraged to select a timeslot convenient to meet with a Middle Years teacher.
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.

Once you're finished, you can view your timetable by clicking My Interviews at the top of the page.

Before your conference, you'll receive an email reminder confirming your booking. If you need to cancel your conference, 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 for assistance.

Yours sincerely
Mandy Heim
Middle Years Lead