

Wednesday, March 22, 2017

## Parent Teacher Interviews

Dear Parents

The College will be holding Parent Teacher Interviews on the evening of **Tuesday April 4th**. The evening will run from 3.30pm until 8.00pm. Staff will be available to meet with parents for 5 minute intervals over the course of the evening.

For these interviews the College will be using the parent portal of Sentral to make interview times with teachers. When you log into the portal and click on the Interviews tab on the front page of Sentral each of your children's teachers will appear and any remaining time slots be visible. You simply need to select your preferred time slots. As time slots are booked for individual teachers they become unavailable. Please remember to click on the Confirm Appointments button at the bottom of the page before you leave the portal. Sentral can then generate a report for you listing all the times you have selected for each child which you can print. Sentral will also send you an email with your timeslots.

The College is already aware of the fact that on the evening of the interviews a number of teachers will be unavailable for interviews. These include:

- Mr Bath
- Mrs Young
- Miss Webber
- Mrs Maher
- Mr Mansfield

If you do not have access to the parent portal on Sentral, or are experiencing difficulties with it, please contact Nadine Cooper (4471 5600) and she can make your interviews for you.

Yours sincerely

Deborah Enfield  
Acting Assistant Principal  
(Curriculum and Achievement)