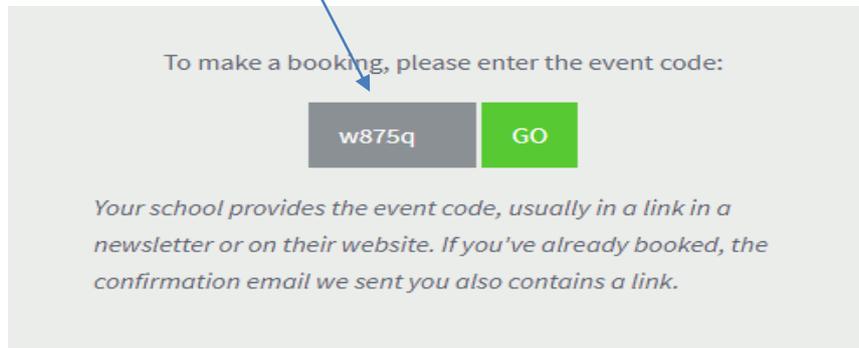


# Senior Parent / Teacher Interviews (in J Block) Tuesday 31st July 6 – 9pm

## Bookings Open Monday 23rd July

1. How to Book Parent / Teacher Interviews – Log on to [www.schoolinterviews.co.nz](http://www.schoolinterviews.co.nz) and got to **Make A Booking**.
2. Enter the School Code as provided and press 'Go'      Code - **w875q**

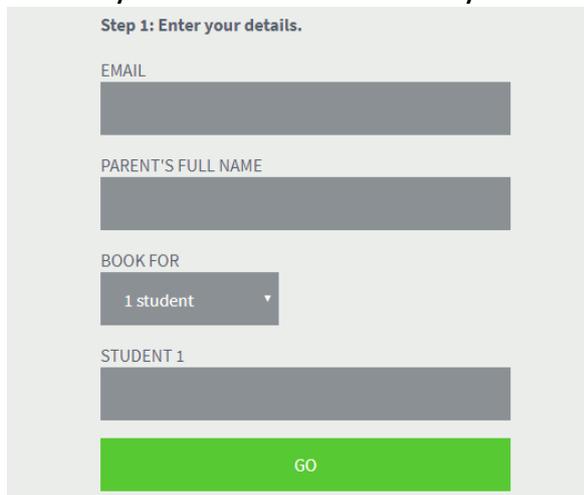


To make a booking, please enter the event code:

w875q      GO

*Your school provides the event code, usually in a link in a newsletter or on their website. If you've already booked, the confirmation email we sent you also contains a link.*

3. Enter your details followed by the name of your child and press 'Go'



Step 1: Enter your details.

EMAIL

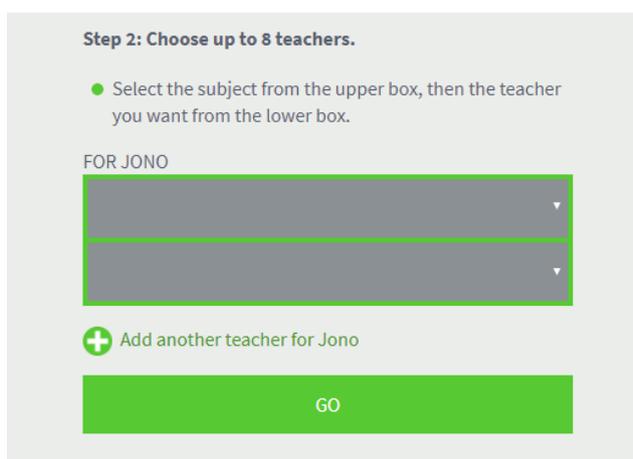
PARENT'S FULL NAME

BOOK FOR  
1 student ▼

STUDENT 1

GO

4. The following screen will appear for selecting your child's subjects. Firstly, click on the arrow in the subject box and select the subject that you would like an interview for. You will need to repeat this for each subject (You can select up to 6 subjects). Then select your child's teacher from the lower box for that subject. After you have made your selections press 'Go'.



Step 2: Choose up to 8 teachers.

● Select the subject from the upper box, then the teacher you want from the lower box.

FOR JONO

+ Add another teacher for Jono

GO

- You will be presented with the interview times available for each of your chosen subjects. Areas that have been booked by another parent will not be visible. If no boxes appear the teacher's bookings are either full or unavailable. If this is the case, please feel free to email them to discuss your child's progress.

Step 3: Choose the time(s) you want.

TUE 31 JUL

	6pm	6:05	6:10	6:15	6:20	6:25	6:30	6:35	6:40	6:45	6:50	6:55	7pm	7:05	7:10	7:15	7:20	7:25	7:30	7:35	7:40	7:45	7:50	7:55	8pm	8:05
<b>For Jono</b>																										
Amanda Taylor Biology	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												
Tanya Sapwell Geography	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>													
Kerren Langdon English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																					

GO

- Click on the boxes for the times that best suit you. You will not be permitted to select the same time for different subjects and you must leave a gap between your interviews. If you mistakenly choose back-to-back times the system will warn you of this. When you have selected times press 'Go'
- An interview schedule will appear and will also be emailed to you. Please note that you have the ability to cancel or reschedule interviews, print your interviews or add additional interviews or siblings at this point.

Your interview time is listed below.

The smooth running of our Conference Day relies on all parents keeping to the timetable. Please consider other parents and end the interview on time. If you need more time with a particular teacher, please arrange a separate meeting / phone call or e-mail.

**Bookings for Cathrine**

- Tue 31 Jul 7:05pm Amanda Taylor/Biology for Jono • [Cancel](#)
- Tue 31 Jul 7:15pm Tanya Sapwell/Geography for Jono • [Cancel](#)
- Tue 31 Jul 7:25pm Kerren Langdon/English for Jono • [Cancel](#)

[Update your details](#) • [Add another student](#) • [Add bookings](#) • [Reschedule bookings](#) • [Print](#)

You should receive an email containing your bookings. If this doesn't arrive, please check your spam folder and that [byc@papanui.school.nz](mailto:byc@papanui.school.nz) is correct. [Click here to change email and re-send.](#)

You can view, change or cancel your bookings by clicking the link in the email, or by going to [www.schoolinterviews.co.nz](http://www.schoolinterviews.co.nz), and entering the event code **w875q** again.

FINISHED

- Click the 'Finished' button when complete

If you have any difficulties or you are unable to book a suitable appointment time with a staff member then please feel free to contact Cathrine Boyle on 3526119 ext 819 or email [admin@papanui.school.nz](mailto:admin@papanui.school.nz)