



Education and Training

ALFRED DEAKIN HIGH SCHOOL
Excellence, Responsibility, Community, Respect



Parent Teacher Evenings

12 September 2018

Dear Parents/Carers,

Parent/Teacher interviews are scheduled for **Monday 17th September** from 4pm until 7pm. ADHS staff will be available for interview by appointment. Interviews will be conducted in the Gym and are of five minutes duration.

To co-ordinate the interviews we use an online booking system to assist parents in securing their preferred interview times. The procedure is as follows:

- The online booking system will only be accessible from 4.00pm **12th September** to 2.00pm **17th September** (you will still be able to view and print your booking schedule until midnight). No interview requests will be accepted outside of these times.
- In your web browser type in the school website (<http://www.adhs.act.edu.au>) and when this appears click the link for 'Parent-Teacher-Interviews'.

Or book through the website <http://www.sobs.com.au/pt/parent.php?schoolid=770> .

As a part of this process you need to register with <http://sobs.com.au/> a web based service provider. Registering with this requires that some personal information about the student in your care and yourself is divulged. This may include: Student Name, Year group and email address. Alternatively, you may contact the ADHS Front Office to organise a time for your parent teacher interviews by telephoning 6142 3888 between 9am and 3pm.

Teachers may also request an interview with you if they feel there is a matter of importance which should be discussed. Parent teacher interviews are a valuable form of communication and we encourage all families to attend.

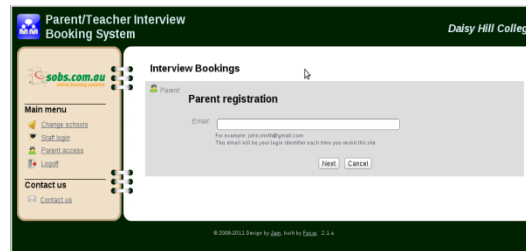
We encourage your child to accompany you to the interview as this often assists the discussion and clarification of outcomes.

Belinda Bartlett
Principal

How to book your Parent/Teacher interviews

NOTE: Information entered into this booking system is outside of the school's network and therefore under the privacy information policy of the website sobs.com.au – their policy states that they will not disclose this information to any other party, and nor will the information be used for any other purpose than managing these interviews.

1. Visit the school website or type sobs.com.au into your browser and click on the link for 'Parent/Teacher interviews'. If you haven't been on before select Alfred Deakin High School.

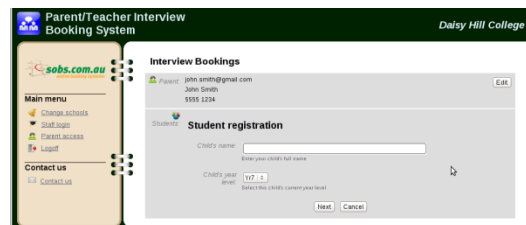


2. Type in your email address

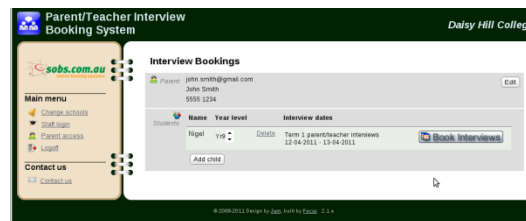
3. Enter your **name** and **contact details**



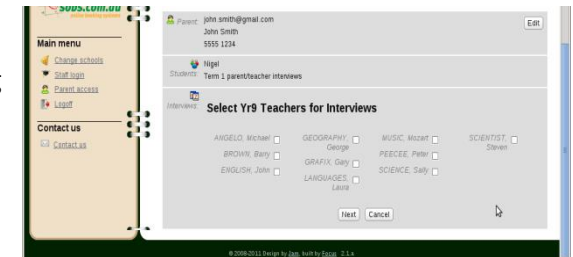
4. Enter your **child's name** and select **year level** from the drop down menu



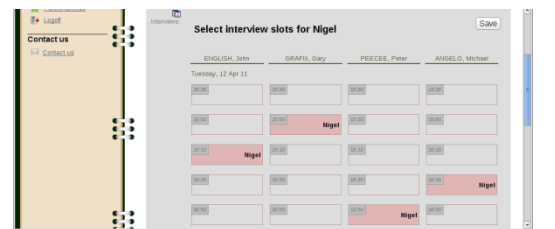
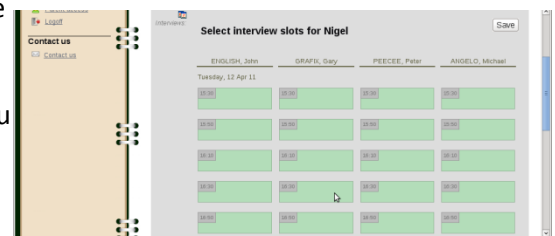
5. Click on the **'Book Interviews'** box to book your interviews



6. Select all teachers you require interviews with by ticking the box



7. Scroll and select available slots with each staff member. The green slots are available. Grey slots are unavailable. As you click slots they will turn pink and your child's name will appear in the slot. You will only be able to book once with each teacher, and only once in each time slot. Ideally you want to select interview slots that are chronological so that you can move from one interview to the next without having to wait around. Once you have selected your interview slots click the 'Save' button.



8. Once selected you have the option of **emailing** or **printing** your interview booking times. If you select the email option the schedule is sent to the email address you initially entered

