



Ascot Vale Primary School

No: 2608

Monday 4th June 2018

Dear Parents/ Caregivers,

Parent Teacher Interviews (PTI) to be held across two evenings – Tues 26th June & Wed 27th June 2018^^

Mid-year parent-teacher interviews (PTI's) offer an important opportunity to formally speak to your child's teacher face-to-face and find out how your child is progressing at school. All PTI's this year will occur after the Semester 1 reports have been sent home (on Monday 25th June), thus providing a focus for the conversation. A maximum of 10 minutes has been allocated for each PTI. If more time is considered necessary, then alternative arrangements can be made with the teacher.

Please note that:

1)^^ Unit 3A PTI's with Marg will be held at a different date/time – Wednesday 18th July 2.30-6.00pm.

2) Student Led Conferences will take place this year in term 3, on Wednesday 12th September 2018.

THE EASY WAY TO BOOK

**SCHOOL
INTERVIEWS**



All PTI's are booked via an online system. All booking will be handled via www.schoolinterviews.com.au Bookings are available now, however they must all be finalised before Monday 18th June 2018 at 4pm, when bookings for this event will close. The system will automatically create a 10 minute buffer if you have more than one child at our school. **Teachers may allocate a PTI time if parents do not book one.**

Steps to access bookings for AVPS (see overleaf)





Go to www.schoolinterviews.com.au and follow these simple instructions (a link will be available on our website home page)



Ascot Vale Primary School

No: 2608

Enter the code **zahfq** and press Go

	Enter your details (email address, parents names, student names)
	Select the teacher/s you wish to book a PTI with You can also choose to book an interpreter at this stage
	Select the appointment times that suit your family
	When you click FINISH , your interview timetable will be emailed to you automatically. If you do not receive your email immediately check your junk mail folder AND make sure your email address is correct. DO NOT DELETE the email you are sent. You may need to refer back to it.

You can return to www.schoolinterviews.com.au at any time and change your interview bookings, via a link in the email that was sent to you, when you made your bookings - until the bookings close on Monday 18th June 2018 at 4pm. Please see your classroom teacher if you are having difficulty booking.

A support document for parents/caregivers regarding PTI's is attached to help you get the most out of the parent teacher interviews.

Regards,

Michael Downing
Assistant Principal