



Sacred Heart Central School

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PARENT TEACHER STUDENT FEEDBACK INTERVIEWS TERM 1

2nd March 2020

Dear Parents / Guardians,

On Thursday afternoon 5th March, and the following Tuesday 10th March, we will be holding our Parent-Teacher-Student Feedback sessions for Term One. This is an invaluable time to connect with the class teacher and to ascertain the habits, expectations and demands that are current for your child or children. The Session Keeper booking program is now active and below you will find information on how to log in and secure a booking with the required teacher/s. In classes where there are two teachers, only one teacher's name will appear on the booking but both teachers will be attending the feedback sessions. Thursday 5th March runs from 3.30 – 6.30pm and Tuesday 10th March is from 3.30 – 5pm. We would love the opportunity to meet with as many parents as possible as we work together for the best outcomes for all our students. If you are unable to make one of these opportunities, please contact your child/ren's teacher/s via email to make an alternative time. If you have any queries concerning the Session Keeper system please contact the School Office.

To access the Session Keeper Booking Program please use the Schoolzine message sent home on Friday 28th February. It contained the link below that gives you access to book times for Feedback Sessions with your child/ren's teachers.

<https://shcscootamundra.schoolzineplus.com/view-session/14>

INSTRUCTIONS:

You do not need your own login or password. You DO need your own email address. If you do not have an email address, please contact the front office staff for assistance.

Once you have opened the link (see above) all teachers will appear, not just your child's teacher.

1. Select the teacher you wish to book an interview with.
2. Select a timeslot by selecting the second button at the top of your screen – “Select Time”. You will need to choose which day you would like to attend – either 5th March or 10th March – by using the forward or backward arrows in the circle either side of the screen.

Morris St Cootamundra NSW 2590
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Website: www.shcoota.nsw.edu.au
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3. Once you have selected your day, you must select the time that best suits you by clicking on the time box. It should go green once you have selected it. Click the next box (purple) in the bottom right hand corner.
4. The third circle at the top of your screen is now highlighted with Review Time. Check that the day and time is what you wish to book.
5. Put in your name in the spaces provided if the session keeper has not automatically done it. Select next in the bottom right hand corner.
6. A message should appear saying the booking is complete and approved. Record the details.
7. If you need to change a booking, click on "View/Manage Appointments" and you can delete a booking. You can then make a new booking from the available times if needed.
8. To book the second, or any subsequent teachers, you just repeat the above process.

If you have any questions or require assistance please do not hesitate to contact the front office. We look forward to seeing you at the Primary Feedback Sessions in the coming week.

Yours sincerely

Mrs Katie Thompson
Assistant Principal

Mrs Nicky Trinder
Principal

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