



St Mary's College Toowoomba

Forming young men of faith, integrity, action and excellence

7th September 2017

Dear Parents/Guardians,

RE: Parent Teacher Interviews: Monday, 9th October 2017
T.P.O'Brien Hall 3.30pm – 8.00pm

You are invited to attend Semester Two Parent Teacher Interviews for 2017. Parent Teacher interviews can be booked online from Tuesday, 19th September 2017. **Bookings close Friday, 6th October.** The booking system can be accessed from the College's website (www.stmaryscollege.com) Parent Portal.

Please see attached a copy of the User Guide for the Online Booking System. You have previously been allocated your Parent Portal login details. If you have misplaced your login details please send Sonya Lynch an email on lynchs@stmaryscollege.com and she will respond to you with your details.

When making interview bookings, please ensure that you are booking interviews with your son's Term Three teachers – this can change from term to term. We encourage students to attend the interview with their parents and take part in this discussion that follows.

Please only book one time slot per student and teacher.

The online booking system makes it easier to see when your son's teachers are available and effectively with one click allow you to book an interview with that teacher. For many parents the online system will offer a number of advantages, including being able to make the bookings yourself anywhere and anytime. The booking system also allows you to email your schedule to yourself or print off your schedule in an easy to read format to take with you to the interviews.

If you are unable to access the internet, interviews can still be booked in the traditional manner by contacting Miss Kirsty Elliott on (07) 4631 7333, on Tuesday, 3rd October until Thursday, 5th October, 2017.

Yours sincerely

Mrs Liisa Hammond
Acting Deputy Principal

Ms Charmaine Cridland
Acting Principal