

## 13 September 2021

## Parent-Teacher Meeting (Pre-Primary to Year 6) Booking Instructions

## **Dear Parents**

Parent-Teacher Meetings are scheduled for Week 10 this term. This is an opportunity for you to meet with your child's class teacher to discuss your child's progress and receive their Term 3 Interim Report.

Dates for the interviews are as follows:

- Monday 20 September Pre-Primary, Year 2, Year 4 and Year 6
- Tuesday 21 September Year 1, Year 3 and Year 5

Your child's class teacher may offer alternative days/times, depending on their availability that week.

Tο make booking with child's class teacher, а your please visit https://sobs.com.au/pt3/parent.php?schoolid=782 to access your account (existing users) or to register for a new account (new users). Bookings will open on Monday 13 September at 8am and close on Friday 17 September at 3pm. You will not be able to access the online booking system until it becomes active on Monday 13 September at 8am.

Instructions for the online booking system are outlined below.

- 1. Follow the link: https://sobs.com.au/pt3/parent.php?schoolid=782
- 2. Type in your **email address.**



Enter your email address

3. Select your password option. Enter your name and contact details.





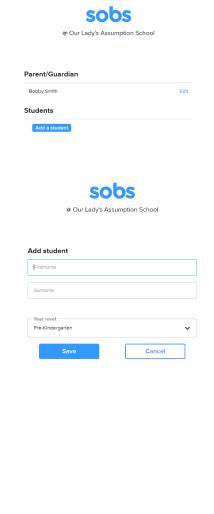


4. Select Add a
Student. Enter your
child's full name
and select year level
from the drop-down
menu.

5. If your child's name already appears in this list, check the **year level** and adjust this as necessary by **clicking the arrows.** 

Click on Term 3
2021 – Parent
Teacher
Interviews or
Adjust Interviews
button to book or
change your
interviews. Select all
teachers you require
interviews with.

6. Scroll and select available slots with each staff member. The white slots are available. Grey slots are unavailable. As you click an available slot it will turn blue and your child's name will appear in that time. You will only be able to book once with each teacher, and only once in each time slot. Click the **Save** button.





If you **change your mind** click the blue slot and it will revert to white allowing you to choose a different time slot.



8. Once saved, you will 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.

Meetings on the scheduled days above (between 8.30-3pm) will be held in the following rooms:

Library: Pre-Primary and Year 2

- Fr O'Mara Centre: Year 1, Year 3, Year 4, Year 5 and Year 6

To enter the school grounds during school hours, please use the Chester Avenue entrance. Meetings outside of these times will be held in your child's classroom, unless your child's teacher has stated otherwise.

If you have any queries with the online booking system, please contact your child's class teacher directly so that they can make a booking on your behalf.

Regards

The OLA Leadership Team