



**OUR LADY'S ASSUMPTION**  
SCHOOL

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.

To make a booking with your child's class teacher, 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**.

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Enter your email address

Next

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

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Parent Information

First name

Surname

During this pandemic we are making the phone number mandatory. You can enter a home, work, or mobile number

Mobile number

Save Cancel





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

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Parent/Guardian  
Bobby Smith [Edit](#)

Students  
[Add a student](#)

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

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Add student

Firstname

Surname

Year level  
Pre-Kindergarten

[Save](#) [Cancel](#)

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.

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Term 1 2021 - Parent Teacher Interviews - booking for B Smith  
Click a time slot to book, click a booked time slot to delete [Save](#) [Back](#)

Monday 29-03-2021  
No slots available today

Tuesday 30-03-2021

07:00am
07:15am
07:30am
07:45am
08:00am

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





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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**

