



Parent teacher interviews on Zoom

Term 2 Week 9 2020

Before the interview day

- Log onto www.schoolinterviews.com.au with the following logon code **hxh4n**.
- **Bookings will open on Friday 12 June at 3.30pm. Bookings will close on Thursday 18 June at 4pm.**
- Enter your details and preference for video or phone appointment.
- Search for your child's teacher. Select a 10 minute time on their interview day. Select Zoom for a face to face video call or phone call for a standard voice call. Interviews will be 10 minutes in duration.
- Make sure you have a Zoom account. To sign up for Zoom, see <https://zoom.us/freesignup/>.
- Make sure the device you are using has audio and microphone. If you wish, you can use a headset. An appropriate device for Zoom can be a laptop/computer, smartphone or tablet such as an iPad. If you are using a smartphone or tablet, download the Zoom app.

On the interview day

If you have technical difficulties or need help on the interview day, please call 9451 6328.

- Please log on a few minutes before your scheduled interview time by clicking on the link in the School interviews confirmation email.
- You will enter the teacher's waiting room. The teacher will let you in when they are ready.

Please wait, the meeting host will let you in soon.

- Leave the teacher's Zoom meeting room when the interview is over. Please keep within the scheduled time as there will be other parents waiting in the waiting room.
- In the event of technical difficulties teachers will attempt to call you at your scheduled time. Missed appointments will need to be rescheduled at another mutually convenient time with your child's teacher.