



Parafield Gardens High School

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Australia

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Quality Learning Quality Futures

Wednesday 2nd May, 2018

Dear Parent/Caregiver,

On Tuesday 8th May, we will be holding Parent / Subject Teacher Interviews, 2:00pm – 6:00pm. Students will be dismissed early on the day, at the beginning of lunch, 1:30pm.

On your child's report, each subject teacher has indicated whether there is a required interview. You can book an interview with any of your child's subject teachers whether an interview has been requested or not.

The **bookings for Parent / Subject Teacher Interviews** will be facilitated **online**. Please follow the instructions on the reverse side of this letter.

- *If you **do not** have access to a computer, please phone the school or come in and we will support you in booking the interviews.*
- *If you would like an **interpreter** at your interviews, please contact the school with your request.*
- *Some of the interviews will be facilitated on the upper level (A-Floor). If access is an issue, please notify the school to arrange for all interviews to be conducted on the ground floor.*

Please contact the school to arrange any of the above options on 8258 9855.

Yours Sincerely,

Martin Lippett
Principal

Nick Zissopoulos
Deputy Principal



Government of South Australia
Department for Education and
Child Development

T/A South Australian Government Schools
CRICOS PN 00018A



TRADE
Schools
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Booking Parent / Subject Teacher Interview Appointments

Parents are welcome to book appointments with Subject Teachers to discuss their child's progress to date. This is an online process. Please go online to www.pghs.sa.edu.au

Click on: **Our Curriculum** – you will find this half way down on the right hand side (Middle blue box)

Click on: **Student Intranet**

Log in by: **Username:** Student's first name, space, student's last name

Password: Student's birthdate – dd/mm/yy

So, if your name was James Cook and you were born on the 26th January 2004, you would type in:

Username: james cook (the program is not case sensitive) (Please note – if your child has a space or hyphen in their name, *either first or surname*, please remove this to log on.)
eg. Hayley Smith-Bond would be **hayley smithbond**
or Mary Jane Simpson would be **maryjane simpson**

Password: 26/01/04

Click on: **Log-in**

Click on: **Appointments then Appointment Wizard**

Click on: **Continue**

Click on: **Date marker** and then click **Next**

The next page will give you information about your child's classes and teachers. Please **book times** which are available ensuring you allow enough time between conversations to walk to your next appointment

Once you have selected all of your required time slots with the staff you would like to have a conversation with please Click: **Next**

You will then be able to view all of your appointments.

Click on: **Next** again

Click on: **Finish**

You will then have the opportunity to **print your interview schedule**.

Close this page and log out.

