



PREPARING FOR PARENT/TEACHER INTERVIEWS

Monday 19TH APRIL 2020

Process for conducting Parent/Teacher Interviews Monday 19 th April	
Interviews	<ul style="list-style-type: none">• All parents/teacher interviews will be online video meetings and will be conducted through Microsoft Teams (<i>available on all computer/ mobile brands</i>).• Please have your Personal Interview Schedule printed or accessible for online entry into your interviews.• Each teacher has created their own virtual 'meeting room' and you can enter that room at your allotted time. To enter the room, you simply click on the correct teacher link provided.• If, for any reason, this method does not work, the teacher will attempt to make a phone call to the parent's mobile number.• It is imperative that you only join your virtual meeting at your specified time, and all meetings will conclude on time.• If you miss your allocated appointment time, please email the teacher directly to arrange another appointment time.
Mobile/ Laptop/PC	<ul style="list-style-type: none">• Please click on your child's teacher's link at the time of your interview and you will be directed to an online waiting room where the teacher will join you.• You will need to repeat this step for each of your scheduled meetings <p style="text-align: center;"><u>TEACHER MEETING LINK</u></p>

If you encounter any problems throughout the booking or set-up stage please contact Kelly Bond via email at Kelly.Bond@cewa.edu.au

