



Preparing for Parent/Teacher Interviews

What	Online Parent Teacher Interviews
When	Tuesday 26 April 10.30 am – 6.30 pm
How	Online video meetings via Microsoft Teams
Contact	Scott McIlroy via email at scott.mcilroy@cewa.edu.au

Process

1. All parent/teacher interviews will be **Online Video Meetings** and will be conducted through Microsoft Teams
2. **Microsoft Teams** is available on all computer mobile phone devices and brands
3. You will need your **Personal Interview Schedule** printed or accessible for online entry into your interviews
4. Each teacher has created their own virtual '**Meeting Room**'. To enter the room, you simply click on the correct teacher link provided in the list (see link below) at your allotted time.
5. If, for any reason this method does not work, the teacher will attempt to make a phone call to the parent's mobile number
6. It is imperative that you **only join your virtual meeting at your allotted time**, and all meetings will conclude on time
7. You will need to **repeat Step 4 for each of your scheduled meetings**
8. If you miss your allocated appointment time, please email the teacher directly to arrange another appointment time.

Device

- Microsoft Teams is available on all computer and mobile phone devices and brands
- The process above is the same for each device.

Teacher Meeting Link

- Click here to access the [Teacher Meeting Link](#)
- If you encounter any problems throughout the booking or set-up stage, please contact Mr Scott McIlroy via email at scott.mcilroy@cewa.edu.au

