

27 April 2018

Dear Parents/Caregivers,

Our Year 11-13 Parent-Teacher Interviews are happening on

Surnames A - L

Thursday 10 May from 4.30-7.00pm

Surnames M - Z

Tuesday 15 May from 4.30-7.00pm

This year we are again using a web-based booking system to enable you to book interview times with the teachers of your child/ren. The only information required by you is the names of the teachers with whom you wish to speak. This information can be found by asking your child (the code of the teacher is on their timetable), by checking the staff list on our website www.cashmere.school.nz or by ringing the school office on 3329129. If you are unavailable to attend the evening you may wish to contact the teacher by email and ask about how your child is doing.

If you are unavailable to attend the evening allocated to the first initial of your surname please feel free to make times for interviews on the alternate evening.

Please go to the website www.schoolinterviews.co.nz

Bookings open Friday 27 April and close Tuesday 15 May at 3pm.

The Cashmere High Event Code is 8ahk7

There are 3 simple steps to follow once you have entered the event code and pressed GO:

- Firstly enter your name, your child's name, and the email address you want the interview details sent to.
- Pick the teachers you wish to meet, by choosing the subject and then selecting your child's teacher from the list provided.
- Then you will be shown a timetable for that particular teacher and you simply click on the time that suits you.

You can see all your child's teachers or a selection of them. Parents will get an emailed confirmation of their interviews, and can confirm, cancel or re-schedule on the internet at any time. If you do not have access to the internet, you are welcome to come into the school office and use a computer terminal to make a booking, or you may simply phone the office to make a booking. All interviews will be held in A, B and R blocks at the school. Please bring your emailed confirmation and head towards the main office on the night. We will have signs out to show you where to go and staff and students will be available to help you if you have any issues on the night. Our aim is to make the parent-teacher interviews convenient and fuss free for both parents and teachers.

Yours sincerely



Carla Smith

Associate Principal