

26 June 2010

Dear Parents/Caregivers,

Our Junior Parent-Teacher Interviews for students in Years 9 and 10 are happening on the following dates:

Surnames A – L

Thursday 29 July from 4.30 – 7pm

Surnames M – Z

Tuesday 3 August from 4.30 – 7pm

This year we are using a web-based booking system to enable parents to book interview times with the teachers of their child/ren. This system will be open for bookings by parents from Monday 5 July. The only information required by parents are the names of the teachers with whom they wish to speak. This information can be found on your child's Term 2 Graduation Report which is being sent out at the end of Term 2, by asking your child, or by ringing the school office. 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

The Cashmere High School Code is 5AZPM

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

- Firstly enter your name, your child's name, and your email address.
- Pick the teachers you wish to meet, by choosing the subject (English, Maths, Science, Social Studies, PE, etc) 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.

We encourage you to see as many of your child's teachers as possible, including their option teachers for Terms 1 and 2. (Please be aware however that your child is likely to be changing options in Term 3 and will have a different teacher next term when the interviews actually take place.)

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, parents will be able 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. Our aim is to make the parent-teacher interviews convenient and fuss free for both parents and teachers. Please contact me via the school office if you have any issues or problems.

Yours sincerely

Carla Smith
Associate Principal