10 August 2022

Dear Parents/Carers

Re: Secondary Student Parent Teacher Conferences – Term 3 2022

Our Secondary Student Parent Teacher Conferences will be held for Years 7 - 12 in Week 8. Face-to-face and online (via Google Meet) conference bookings will be available as per the table below:

DATE	TIME	CONFERENCE TYPE
Tuesday 30 August	3:15pm – 8:00pm	Face-to-face in the Chapel
Wednesday 31 August	3:15pm – 8:00pm	Online via Google Meet

Bookings are now open and must be finalised before **Friday 26 August at 12:00 pm**, when bookings for this event close.

Conferences are strictly 15 minutes each and spaces are limited. If you require more time or the times offered are not suitable, please contact the teacher/s directly to make alternative arrangements. If you have selected an online conference, you will receive a Google Meet calendar invitation directly from your child's teacher, so please keep an eye out for an email closer to the time. Your child is encouraged to attend your face-to-face or online conferences as well.

To book an interview, simply click here or go to www.schoolinterviews.com.au, click on 'Make a Booking', enter the code **r928w,** and follow these simple instructions:

1. Enter your details
2. Select your child's teacher/s you want to meet with
3. Select the appointment time/s that best suit your family

When you click **finish**, your interview timetable will automatically be emailed to you. If you do not receive an immediate email, **check your junk mail folder and ensure your email address is correct**.

Until bookings close on Friday 26 August at 12:00 pm, you can return at any time to www.schoolinterviews.com.au and make changes**.**

If you have any questions, please contact Fiona Bridge at studentservices@calcc.qld.edu.au or Beck Spicer at directorofstudies@calcc.qld.edu.au

In His service

Julie Lockyer
Deputy Principal

Beck Spicer
Director of Studies