



Lansvale Public School

23 February, 2021

Dear Parents/Guardians,

Lansvale Public School's **Meet the Teacher Conferences** will be held on **Wednesday 3 March, 2021** and **Thursday 4 March, 2021** between **3:30pm - 6pm**. This is when you and your child's teacher will share information on your child that will better support his/her learning in the classroom. Conferences booked for **Wednesday** will be **face to face** and conferences booked on **Thursday** will be held either via **Zoom** or a **telephone call**.

To book a conference with your child's teacher, please follow the steps below, or visit our office during school hours.

How to make a booking:

1. Visit <https://www.schoolinterviews.com.au/book/step1?z=DyJxgl>

SCAN ME



Event code: **q83ua**

2. Enter your name, email address and phone number. If you do not have an email address, please enter your child's education.nsw.gov.au email address.
3. If you need an interpreter, you will need to select your language.
4. A booking made on Wednesday (3rd March) is automatically a face to face meeting with your child's teacher at school.
5. A booking made on Thursday (4th March) will require you to choose to be contacted via Zoom video conferencing or a telephone call.
6. Enter the details of your child.
7. Select a preferred time. The times available to you will take into account any available interpreter in your language (where relevant).

You will receive an email with confirmation of your conference date and time. Please click on the **details** link of your confirmation email for further information:

- map of the school and COVID compliance details (only applies to Wednesday face to face meetings)
- Zoom connection details (only applies to Thursday zoom meetings).

If you have chosen to have a telephone conference call, there is nothing further you need to do. Your child's teacher will call you at the scheduled time.

For the safety of the school community, we will have COVID safe measures in place during the Wednesday face to face meetings. We thank parents/guardians in advance for their understanding and cooperation in keeping our school COVID safe. If you are attending a Wednesday meeting, you will need to scan and register your details at the front gate on entry to the school. We ask that you maintain social distancing and hand sanitise where provided. For further information on the school's COVID safe guidelines please visit: rb.gy/4tzoyo

If you would like help in booking the parent/teacher interview appointment, please come to the front school gate (outside the office) on Wednesday and Friday (week 5) between 8:30am and 10:30am.

Laura Karam, Principal