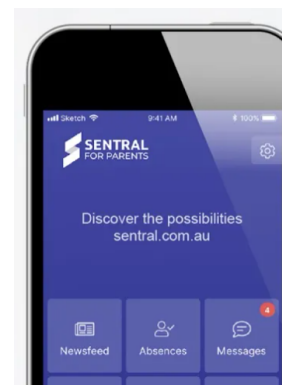




**Oatley Public School**  
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31st March 2023

## **Term 2 2023: Parent/Teacher Interview Bookings**

Dear Parents and Carers,

Oatley Public School will be conducting parent/teacher interviews for all K-6 students in Term 2 Week 2 from Monday 1st May - Friday 5th May. Each classroom teacher will nominate their specific availability during this period.

- **Parent/Teacher interview bookings must be made online through the Sentral Parent Portal app.**
- Parents and carers can only make interview bookings on the Sentral Parent Portal app if they have previously registered as a Sentral Parent Portal user.
- The duration of each interview time slot is strictly 15 minutes.
- If you are **more than a few minutes' late** to your parent/teacher interview, the classroom teacher will have to reschedule your interview.
- Please leave at least one time slot (15 minutes) in between each interview booking.
- Interviews will be held in classrooms, unless otherwise communicated by the classroom teacher.

**Please see below for the parent/teacher interview registration period:**

Parent/Teacher Interviews <b>Open</b> for Booking:	Term 1 Week 11: Monday 3rd April at <b>9am</b>
Parent/Teacher Interview Bookings <b>Close</b>	Term 2 Week 1: Thursday 27th April at <b>5pm</b>

**Please see over the page for additional information on how to book an interview in the Sentral Parent Portal app.**

If you have any questions or concerns about the booking of parent/teacher interviews via the Sentral Parent Portal app, please contact the School Office.

Regards,

Debbie Hunter

Principal

# Steps to create an interview booking via the Sentral Parent Portal app.

1. If you have not previously done so, register on the Sentral Parent Portal app (refer to instructions previously emailed to you by the school containing your unique access key).
2. After registering, log into the Sentral Parent Portal app using your username and password.
3. For each of your children, click on the 'Interviews' tile. **Please note that the 'Interviews' tile will not appear active until the bookings open at 9am on Monday 3rd April 2023.**
4. Select one time slot from the time slots that are available for your child's teacher. Remember to leave at least one time slot (15 minutes) in between multiple bookings.
5. Once you have made your time slot selection, you must **confirm and save** your booking.

Please note that you have a 10 minute inactivity timeout whilst selecting the bookings for your children. This means that if you leave your computer/app inactive for more than 10 minutes, any reserved bookings will be released and other parents/carers can select them. It is important to complete the interview booking process in one go and press confirm appointments to finalise the booking.

If you do run into any issues, please email the School Office directly at [oatley-p.school@det.nsw.edu.au](mailto:oatley-p.school@det.nsw.edu.au) or contact the School Office directly on 9580 5519.