Dear Parents

The Parent/Teacher/Student interviews need to be booked online. This will give parents the opportunity to view all available times and to choose those which are most suitable.

Interviews will be held for Beaconsfield, Berwick and Officer students on the following days and times:

**DATES:**
- Thursday April 3: 2.00pm – 8.00pm
- Friday April 4: 9.30am – 1.00pm

**VENUES:**
- Beaconsfield Interviews: Beaconsfield Campus Hall
- Berwick Interviews: Berwick Campus Hall
- Officer Interviews: Officer Campus General Purpose Rooms

To book interviews for your child simply go to the following web address and follow these simple instructions:


Now you can book school interviews for the times that suit you. Simply enter the school code listed here and press “Go”.

You will be guided through three simple steps and a few moments later you will get an email confirming your interview times.
The system for the will be open during the following times:

**9.00am Thursday March 20, until 4.00pm Wednesday April 2, 2014**

For parents who do not have internet access, computer kiosks will be available at Reception at Beaconsfield and Berwick Campuses. Students who have written permission from their parents may also have access to these kiosks.

If there are no suitable times available on the schedule for a particular teacher, parents will need to contact the subject teacher directly to arrange an alternative interview time.

Parents wishing to change their interview time/s after the closing date should contact the College directly on:

**Beaconsfield Campus**  Phone: 9707 3111  
**Berwick Campus**  Phone: 9702 6588  
**Officer Campus**  Phone: 5943 3600