

# HOWICK INTERMEDIATE SCHOOL



Monday 5 July 2021

Dear Parents/Caregivers

## Learner Led Conferences

Learner Led Conferences will be held on **Thursday 5 August from 1:20pm - 5:00pm.**

Interview times will be made through the online booking system. Go to: [www.schoolinterviews.co.nz/](http://www.schoolinterviews.co.nz/) enter school **event code sn2m4**, click "Go" and follow the instructions. This system is very easy and interviews can be arranged at a time convenient for you. You can change or cancel your interviews at any time by returning to [www.schoolinterviews.co.nz/](http://www.schoolinterviews.co.nz/) and entering the school **event code sn2m4** (instructions are on the back of this letter). **You can start booking now!**

**Bookings will close at 3:00pm on Wednesday 4 August 2021.**

In exceptional cases, where a parent does not have access to the internet, interviews can be arranged by contacting the school directly, phone 534 3922.

Learner Led Conferences provide an important opportunity for your child to discuss their learning with you. While the students will be presenting to you, please feel free to ask your child questions.

### PROCEDURES

- Students will be dismissed from school at 12:45pm on Thursday.
- Conferences will begin at 1:20pm on Thursday 5 August.
- Duration of each interview is 20 minutes.
- The conference will be held in your child's homeroom.

If your child is in extension Maths or Literacy, you may book a second interview slot with Mrs Wallen.

### **Please note:**

**The 444 and 445 school busses will NOT be operating at 12:45 on Thursday 5 August.** For students who are unable to go home at the earlier time, supervision will be available at school. Please request supervision and return the slip at the bottom of this notice. Students who are dependent on using the 444 or 445 bus to get home will be able to catch this at the usual time. If your child travels by public bus please ensure they are aware of the bus timetable. All students finishing at 12:45 noon are required to go straight home and will need to be supervised.

Kind regards

Sara Pickering  
PRINCIPAL

**PLEASE COMPLETE THE BELOW RETURN SLIP AND RETURN BACK TO YOUR CHILD'S HOMEROOM TEACHER  
BY WEDNESDAY 4 AUGUST**

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**Parent/Teacher Interviews  
Thursday 5 August, 12:45 pm finish**

My child \_\_\_\_\_ of homeroom \_\_\_\_\_

- Has permission to leave school at 12:45pm on Thursday 5 August and will be supervised at home.
- Has permission to catch the public bus at 12:45pm on Thursday 5 August and will be supervised at home.
- Requests supervision at school until 3:00pm.

Parent/Caregiver Name \_\_\_\_\_ Contact phone Number \_\_\_\_\_

Signed \_\_\_\_\_



## Book School Interviews Online

Parent-teacher interviews will be held at the following times:

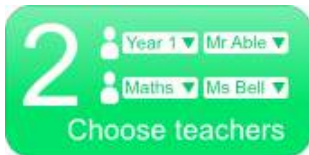
- 1:20pm - 5.00pm Thursday 5 August 2021

To book your interviews, go to [www.schoolinterviews.co.nz/code](http://www.schoolinterviews.co.nz/code) in your browser, and enter the **event code sn2m4**. Then follow these three simple steps:



First enter your name, your student's name, and your email address.

If you need to book for more than one student, change the “Book for x students” setting, and enter the other student's name.



On the next page, pick the teachers you want to meet.

First select the subject, then choose from the list of teachers.



Then you'll see a timetable showing when your chosen teachers are available. Simply click on the times that suit you.

When you have finished, your interview timetable will be emailed to you. You can return to the site and enter the **event code sn2m4** again to change or cancel your interviews.

If you don't have internet access, please call the school office (534 3922) and we will be able to make a booking for you.