



Dear Parents/ Guardians

As always we welcome the integral partnerships that we form with our parents and look forward to the opportunity to discuss with you your child's progress and how we can work together to improve outcomes for our students.

At the end of last Semester, we wrote to you outlining a Plan A and a Plan B for Parent/Teacher interview evening(s) depending on which Phase Western Australia was in regarding the Covid-19 State's Road Map to Recovery. As we are still in Phase 4 the one person to 2sqm rule still applies and we will be following Plan B using the telephone based evenings as outlined below.

#### **Plan B (Telephone based) PHASE 4**

Parent/Teacher interviews will be conducted via telephone. The teacher will call you at the allocated time that you have booked via the online system. The interviews are spread across three nights to ensure that we are able to most effectively manage this process. Below is the plan for the times when each Learning Area will be available. The meeting times will commence from 3pm and conclude at 6pm.

Monday 27 <sup>th</sup>	English	Health & Phys Ed	LOTE
Wednesday 29 <sup>th</sup>	Arts	Humanities	Technologies
Thursday 30 <sup>st</sup>	Science	Maths	Big Picture & SSTP

As you can appreciate we need to keep to the interview times which will run for no longer than 5 minutes, this will allow teachers to make their next call.

If you miss the call, we would request that you call the main switchboard the following day so the teacher can contact you to negotiate another convenient time to discuss your child's progress. If you do miss a call, please note that teachers will be calling other parents and will not be able to answer incoming calls during the evenings. Additionally, the phone line they are using is unlikely to be their regular allocated phone line, so you would be unable to get in touch with them by calling this line the following day.

## Using 'SOBS' Online Bookings

For Plan B we will continue to use the online booking system for parents outlined below. Online booking for interview times can be accessed from the end of the day on Monday 20<sup>th</sup> July.

Go to: <https://sobs.com.au/pt3/parent.php?schoolid=694>

- Click on Parent/Teacher Interview Bookings
- Select the School (*Halls Head College*)
- Click on Parent Access to register
- Select the teaching staff and times that are available to you for interviews. (*Teacher's names will be noted on the report*)
- Ensure you click on 'SAVE' to confirm your appointment.
- You can request a confirmation email to be returned to you.

If you are unable to book using this process, please contact the Front Office on 9581 0600 and our office staff can assist you with this process.

If teachers have not ticked the 'Interview requested' box on the report, please do not hesitate to make an appointment with your child's teacher if there is anything you wish to discuss.

If you are unable to meet during the allocated times but would like to make an appointment with your child's teacher, please let us know and the teacher will contact you to negotiate another time that is convenient to you both to discuss your child's progress.

Yours sincerely

Administration Team

Halls Head College