



Dear Parents,

Woolgoolga High School extends an invitation to all parents of Years 7 to 12 students to attend a Parent Teacher Meeting night on: **Monday 7th May, 2018**

Bookings can be made **online**.
Please read the information below carefully.

Parents will be at 3 different stages of this new digital transition. Please identify your stage below and follow the instructions.

1. If you have **used the online booking process before** (2016/2017), log into our parent portal with your username and password from the last interview session, use the link below to make your bookings.

If **have forgotten your log-in** username and password, click on the **"forgotten password"** button on the URL below:

<http://web3.woolgoolga-h.schools.nsw.edu.au/portal/login>

2. Parents, who have **never** used the online booking system, should contact the school to obtain an access key from **the front office**. You can then use the link below to activate and register your account for our online booking system.

<http://web3.woolgoolga-h.schools.nsw.edu.au/portal/register>

3. **Alternatively**, a paper appointment sheet is attached and students can book appointments by visiting each of their teachers.

A map showing the location of the teaching staff is printed on the back of the appointment sheet for you to navigate on the evening.

Note:

Each interview slot is for 7 minutes. An allowance of 5 minutes for an interview and 2 minutes of time to move to your next booked interview. The smooth running of the evening depends on these times being strictly adhered to.

Tea, coffee, etc, will be provided by the P and C Association.

If you are unable to attend the Parent-Teacher Meeting but would like to discuss the progress of your child, please contact the school [**66541500**] so an alternate interview time can be arranged.

Yours faithfully,

Guy Wright
Principal.