



Student/Parent/Whanau Teacher
Individual Education Meetings
Wednesday 30 March and Thursday 31 March
1:30pm to 8.00pm

Online Bookings Open 2.00pm, Wednesday 17 March 2021

Online Bookings Close 3.00pm, Monday 29 March 2021

Students are required to attend school on both days. School closes at 1:00pm and buses will run at that time. It is important that your son or daughter attends these meetings with you.

HOW TO BOOK YOUR SCHOOL INTERVIEW ONLINE

Before making your booking: Please ensure you talk with your child/children regarding who their Whanau Class/Teacher is, as this information is required at the time of making your booking. *Please ensure you book with the correct whanau teacher.*

Complete the following steps:

1. To get to School Interviews website - www.schoolinterviews.co.nz/code
2. Enter the Event Code (in lower case) - **74e6y**
3. Select **GO**

School Interviews

1 2 3

To make a booking, please enter the event code:

74e6y GO

Your school provides the event code, usually in a link in a newsletter or on their website. If you've already booked, the confirmation email we sent you also contains a link.

4. Step 1:

- Enter your email address
 - Enter parent/caregiver name
 - Select the number of students you are making bookings for
 - Enter student name(s)
5. Click on **GO**

The screenshot shows the 'Step 1: Enter your details' form. At the top left is the 'School Interviews' logo. At the top right are three icons representing 1, 2, and 3 students. The main heading is 'KAIPARA COLLEGE INDIVIDUAL EDUCATION MEETINGS'. Below this is the instruction 'Step 1: Enter your details.' The form contains four input fields: 'EMAIL' with the value 'joebloggs@gmail.com', 'PARENT FULL NAME' with the value 'Joe Bloggs', 'BOOK FOR' with a dropdown menu set to '1 student', and 'STUDENT 1 FULL NAME' with the value 'Barry Bloggs'. A green 'GO' button is at the bottom.

6. Step 2:

- Select the student(s) whanau class
(NB: Once you have selected the whanau class the whanau teacher's name will automatically appear when you select "Choose teacher...")
- Click on the whanau teacher's name
- Click on **GO**

The screenshot shows the 'Step 2: Choose one teacher' form. The heading is 'KAIPARA COLLEGE INDIVIDUAL EDUCATION MEETINGS'. Below is the instruction 'Step 2: Choose one teacher.' and a bullet point: 'Choose the subject in the upper box, then the teacher you want in the lower box.' Under 'FOR BARRY', there are two dropdown menus. The first is set to '9BAZ' and the second is set to 'Ms B Aziz'. Below these is a 'Choose teacher...' dropdown menu with 'Ms B Aziz' selected. A green 'GO' button is at the bottom.

The screenshot shows the 'Step 2: Choose one teacher' form. The heading is 'KAIPARA COLLEGE INDIVIDUAL EDUCATION MEETINGS'. Below is the instruction 'Step 2: Choose one teacher.' and a bullet point: 'Choose the subject in the upper box, then the teacher you want in the lower box.' Under 'FOR BARRY', there are two dropdown menus. The first is set to '9BAZ' and the second is set to 'Ms B Aziz'. A green 'GO' button is at the bottom.

7. Step 3:

- Select the time required (1:30pm through to 7:50pm) by clicking in the box below on the day and time you wish to choose
- Click on **GO**

School Interviews

1 2 3

KAIPARA COLLEGE INDIVIDUAL EDUCATION MEETINGS

Step 3: Choose the time(s) you want.

TUE 30 MAR

| | 1:30 | 1:50 | 2:10 | 2:30 | 2:50 | 3:10 | 3:30 | 3:50 | 4:10 | 4:30 | 4:50 | 5:10 | 5:30 | 5:50 | 6:10 | 6:30 | 6:50 | 7:10 | 7:30 | 7:50 | |
|-------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| For Barry | | | | | | | | | | | | | | | | | | | | | |
| Ms B Aziz 9BAZ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

WED 31 MAR

| | 1:30 | 1:50 | 2:10 | 2:30 | 2:50 | 3:10 | 3:30 | 3:50 | 4:10 | 4:30 | 4:50 | 5:10 | 5:30 | 5:50 | 6:10 | 6:30 | 6:50 | 7:10 | 7:30 | 7:50 | |
|-------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| For Barry | | | | | | | | | | | | | | | | | | | | | |
| Ms B Aziz 9BAZ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

GO

8. At this screen, click on **FINISHED**. Your confirmed meeting time(s) will be emailed to you.

School Interviews

1 2 3

Your booking has been confirmed and emailed to you.

KAIPARA COLLEGE INDIVIDUAL EDUCATION MEETINGS

Bookings for Joe Bloggs

Your booking(s) are listed below.

The smooth running of our event relies on all parents keeping to the timetable. Please consider other parents and end on time.

Your cooperation is appreciated.

- Tue 30 Mar 2:30pm Ms B Aziz/9BAZ for Barry Bloggs • [Cancel](#)

[Update your details](#) • [Add another student](#) • [Reschedule bookings](#) • [Print](#)

You should receive an email containing your bookings. If this doesn't arrive, please check your spam folder and that joebloggs@gmail.com is correct. [Click here to change email and re-send.](#)

You can view, change or cancel your bookings by clicking the link in the email, or by going to www.schoolinterviews.co.nz, and entering the event code **74e6y** again.

FINISHED

If you do not have internet access or are unable to book via the internet please contact the college office (09 420 8640) for assistance