3 February 2014

Dear Parent/Guardian

‘Parent/Teacher Getting to Know You’ interviews will be held on **Wednesday 12 February from 3:30 – 8:30pm**. You can now book interviews at times that suit **YOUR FAMILY BEST**.

Go to [www.parkridge-ps.vic.edu.au](http://www.parkridge-ps.vic.edu.au) and click on this icon on the homepage and follow these simple instructions.

**Bookings close on Tuesday 11 February at 4:00pm**

Enter THIS school event code.
Then follow the 3 simple steps.

When you click *finish*, your interview timetable will be emailed to you automatically - check your junk mail folder if you do not receive your email immediately.

For parents that do not have access to the internet at home, they can send a note to school with the approximate times they require, or phone the school on 03 9752 8555. Interviews are strictly **10 minutes**. If you require more time, please contact your teacher directly to make alternative arrangements.

Parents can change their interview bookings, any time prior to the closing date, by re-visiting the [www.parkridge-ps.vic.edu.au](http://www.parkridge-ps.vic.edu.au) website, and using the event code, remember to use the same name and email address you used when you made your original booking. Booking close on-line for parents on **Tuesday 11 February at 4:00pm**.

If for some reason you were unable to make a booking or you need to change your booking after this date, please contact the school directly on 03 9752 8555