



# RIVERBANK PUBLIC SCHOOL

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Dear Parent and Caregivers

## **Parent-Teacher Interviews Term 1 2018**

Parent-Teacher interviews will take place in Week 10, this term. This is a wonderful opportunity for parents to meet with teachers to ask specific questions about their child's learning needs. As in 2017, interviews will be booked via our parent portal. The Parent-Teacher Interview Portal will open on Wednesday March 14 at 9.00am and close on Wednesday March 28 at 5.30pm. It is important that you log on during this period to book an interview time with your child's teacher.

Interviews will be held from Tuesday 3 April until Friday 6 April in your child's classroom. You will be able to see your child's teacher availability once in the interview section of the portal.

Instructions on how to schedule your interview can be found below and are also available on our website. Please be aware that only interviews booked between March 14 and March 28 are valid. If you booked prior to March 14 when the interview section of the portal was being set up and tested you will unfortunately need to rebook. All interviews go for 10 minutes and families are encouraged to make a time to see their child's teacher.

### **Instructions for Parent-Teacher Interviews**

Log onto the Parent Portal, via Sentral. If you have not already done this, instructions can be found on the website.

#### **Step 1**

Log onto Portal

Riverbank Public School  
Student and Parent Portal

Please enter your username and password below

Username

Password

Sign In

[Forgot Password?](#)

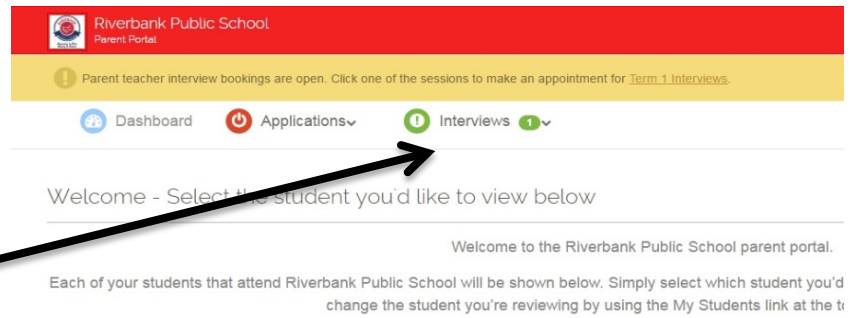
Your e-mail address you provided to join the Portal

The password you developed or the code the school provided

## Step 2

Go to interviews Tab and click interviews

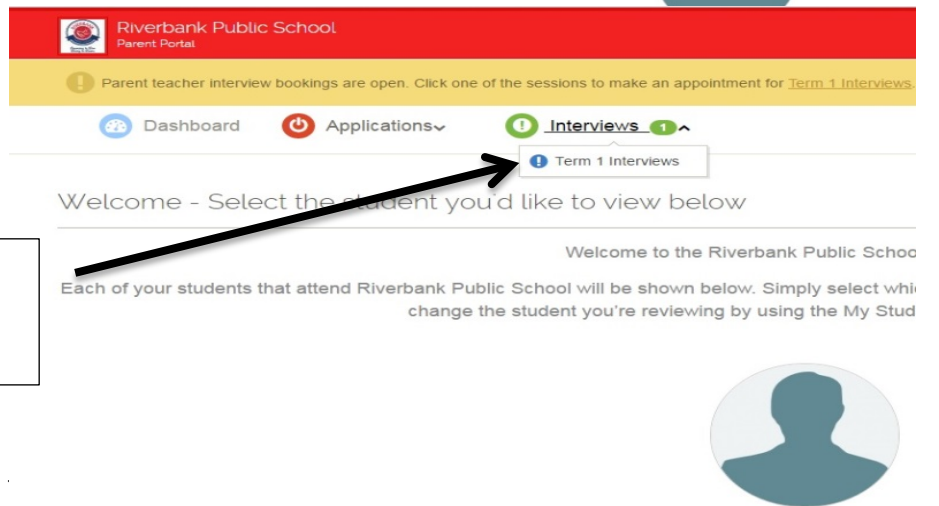
Click on Interviews Tab



## Step 3

A drop down menu will appear

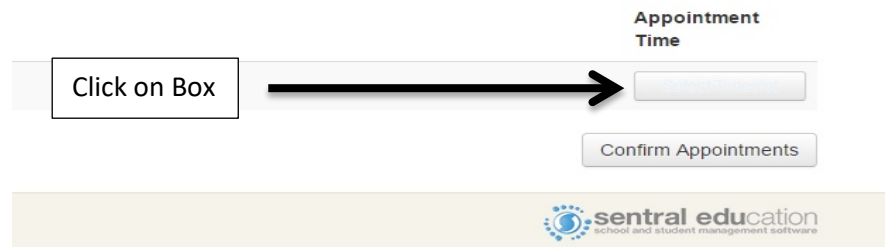
Drop down menu  
Click on-  
Term 1 2018 K-6  
Interviews Riverbank



## Step 4

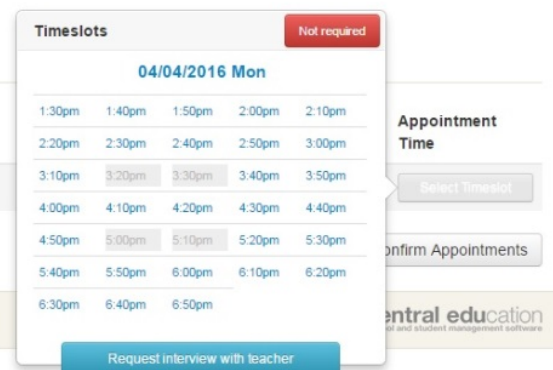
In the bottom Right Hand corner click

Click on Box



## Step 5

A menu with times will appear. Greyed out times are **UNAVAILABLE**. Once you have booked your time you will receive an automated E-mail to the address you provided, confirming your appointment time.



Please contact the school office if you experience difficulties scheduling an interview time.

Kind Regards  
Angus Lamont  
Assistant Principal

Elisa Baker  
Deputy Principal