

Dear Parent/Guardian

Re: Parents' Night - May 2018

Parents' Night for Years 7 - 12 has been scheduled for **Tuesday 8 May 2018** in the MET College Library between 4:00pm and 7:00pm

The purpose of this evening is to provide an opportunity for parents to meet with teachers to discuss student progress.

Appointments will be allocated in 10 minute blocks and whilst there may be an option to extend this time in certain circumstances, we would encourage parents to endeavour to restrict their meetings to 10 minutes to allow staff to meet with as many parents as possible. In order to streamline the appointment booking process, John Tonkin College uses an on-line booking system (**SOBS – Schools Online Booking System**).

Note: You will need your child's timetable or at least the names of the relevant teachers with whom you wish to meet in order to book appointments using this service.

<p>Bookings can be made in SOBS between 6am on Monday 16 April and 9pm Monday 5 May 2018</p>

Please follow the directions outlined in the following pages to make appointments with teachers online.

Should you be unable to book your appointments using this system, you will be able to contact the College.

Years 7-9 on 9535 0100, Years 10-12 on 9583 7327 during working hours from Tuesday 1 May 2018 to schedule your interviews.

We look forward to meeting with you on **Tuesday 8 May 2018**

Yours sincerely



Mrs D Heath
Associate Principal

BOOKING AN APPOINTMENT

JOHN TONKIN COLLEGE PARENTS' NIGHT

1. Type the following web address into your web browser:

<https://sobs.com.au/pt/parent.php?schoolid=384>

The following screen appears:

Parent/Teacher Interviews John Tonkin College

Bookings

Parent: **Parent access**

Email:

For example: john.smith@gmail.com
This email will be your login identifier each time you revisit this site

2. Enter an email address you prefer correspondence to be sent to, then click **NEXT**. (Please note, this email address is only used by this booking system and is not shared/copied to any other applications.)

Parent/Teacher Interviews John Tonkin College

Bookings

Parent: **Parent access**

Name:

[Optional] Enter your first name and surname, for example: John Smith

Contact:

[Optional] Enter a contact phone number

3. Enter parent/guardian name and contact number in the next screen and click **NEXT**.
4. Enter the student's **FIRST NAME**, **SURNAME** and check the appropriate **YEAR** box. Click **NEXT**

Parent/Teacher Interviews John Tonkin College

Bookings John Tonkin College

Parent: JoeBloggs@gmail.com
Joe Bloggs
1111 222 333

Students:

Name	Year level	Dates	Email Schedule	Print Schedule
Joseph Bloggs	Yr7 <input type="button" value="Delete"/>	TERM 2 2018 08-05-2018 - 08-05-2018	<input type="button" value="Email Schedule"/>	<input type="button" value="Print Schedule"/>

5. Click on **BOOK INTERVIEWS**.

The following screen appears:

This screen displays all teachers who teach your child's Year Group.

6. Click in the box alongside the teachers with whom you wish to meet. Click NEXT.

The following screen appears displaying the appointment slots available for the teachers you have selected. Appointments are made for 10 minute blocks.

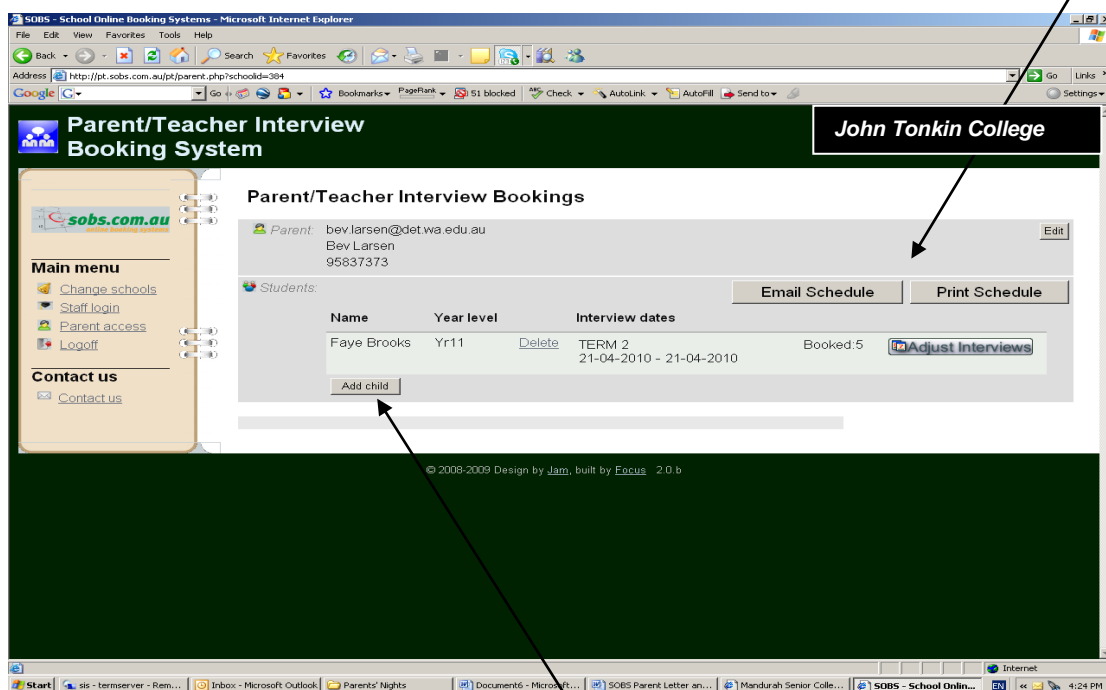
ALFORD, CAITLIN	ANTAL, Robert MET Campus	ASHFOLD-HUTTON, TENEALE	BELL, GILLIAN
Tuesday, 08-May-2018			
04:00pm Unavailable	04:00pm Joseph Bloggs	04:00pm Unavailable	04:00pm
04:10pm Joseph Bloggs	04:10pm	04:10pm Unavailable	04:10pm
04:20pm	04:20pm	04:20pm	04:20pm Joseph Bloggs
04:30pm Unavailable	04:30pm Unavailable	04:30pm Joseph Bloggs	04:30pm Unavailable

7. **CLICK on the time slot you wish to book for each selected teacher. The slot will change to pink and your child's FULL NAME will appear** (if you make a mistake, or need to delete your selection, simply click on the allocated slot once again and the slot is cleared).

CLICK SAVE

You are now booked in for those appointments.

At this stage you can email (to yourself) or print your bookings by clicking on the appropriate tab. You can also make further adjustments to interviews should you wish at this stage.



It is possible to add another student now should it be necessary by clicking on ADD child. The steps for booking appointments for a new student are the same as previously outlined.

You have now completed your bookings. If you are unable to attend an appointment, you may log on again and delete your entry; otherwise please contact the College to notify us of your inability to attend prior to the appointment.

Should you require any assistance using this Booking System, please do not hesitate to contact us on **9583 7327(MET) or 9535 0100(Tindale)**.