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21 July 2016

Dear Parent/Guardian,

**YEARS 8, 9 AND 10 PARENT/TEACHER INTERVIEWS
TUESDAY 2 AUGUST 2016**

This year we will be using an online booking system for parent/teacher interviews. **Please see below for booking instructions.**

Interview times will open at 10.00am on Friday 22 July. Parents are invited to book a **5 minute appointment per teacher you wish to see**, at a time that suits your family best, to meet with your child's teachers and discuss their report and overall progress.

For parents who don't have access to the internet in any capacity, please contact your child's teacher directly to make alternative arrangements.

Interviews are strictly **5 minutes per teacher and spaces are limited**. If you require more time, please contact the appropriate teachers to make alternative arrangements.

Interviews will be held in the **Learning Commons** from **3:30pm to 7.00pm**.

Booking Instructions:

Log on to www.sobs.com.au (School Online Booking System)
Enter Lucas Heights Community School in School Selection
Enter parent email address then enter student name and year
Select subject then the teacher you wish to meet with.
Select time slot, ensuring you save once time is selected.

If you have any difficulties with the booking process please contact the office.

Thank you for your continued support.

Yours sincerely,

Janice Gooden
Principal