



Dear Parents/Carers,

Our Parent/Teacher Interviews for Years 7-12 & Stage 5 (Years 9 & 10) COE Students will be held on Wednesday, 10th April 2024. These interviews will be held in our MPC (Multi Purpose Centre) located at Richmond High School between **3.30pm to 7.00pm**

Bookings will open on Tuesday 2nd April 2024 and close on Tuesday 9th April 2024 at 5:00pm.

Stage 4 COE Students will be held on Wednesday 22nd May, which will be communicated to parents via the Centre of Excellence.

Parents have the convenience of booking interviews with their child's teachers via Richmond High School's Parent Portal. Portal access keys for Year 7 were sent out earlier this term. Please also make sure that you check your spam/junk email folder, as sometimes it will appear there. If you are still unable to access your portal, or need a new key, please contact the Front Office to organise a new email registration link.

Parents/Carers MUST make a booking to attend the evening.

Simply follow these instructions to make a booking:

1. Go to Richmond High School's Parent Portal website:
<https://richmond-h.sentral.com.au/portal2/#!/login>
2. Select 'Interviews' then 'Parent Teacher Interviews' (Mainstream Classes) or (Support Unit)
3. Click on 'Select Timeslot' placed next to the teacher you wish to book an interview with
4. Select times for each Teacher
5. Select 'Confirm appointments'
6. Print your schedule

Interviews are in 5-minute intervals (with the exception of Support Unit students who have been allocated 30-minute time slots with their Home Group teacher/s).

If there are no suitable times available on Parent Teacher Night, or should you feel that you require additional time other than what has been allocated, please contact teachers directly to arrange an alternative interview time outside of this schedule.

Our Learning Support Team coordinator, Mrs Laura Pedersen (HT, Teaching and Learning) will also be available on the night to meet with.

If you have any further enquiries or do not have access to a computer and need assistance with making a booking, please phone the Front Office on **4578 1177**.

We look forward to seeing you on Wednesday 10th April 2024.

Kind regards,

Ms Angela Heath
Rel. PRINCIPAL