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Principal:
T.J. Gerrard M.A.

ROSMINI COLLEGE

36 Dominion Street
Takapuna
North Shore 0622

21 June 2013

Dear Parents / Caregivers

Rosmini College will be holding a Parent Teacher interview evening for Years 11-13.

Tuesday, 2 July 3.45 pm – 8.30 pm

Rosmini College uses a web-based booking system to make the booking process more efficient for parents and teachers. Please follow the directions below:

Online bookings will be available from: **9 am Monday 24 June** and will close 12 noon Monday 1 July. This will enable the teachers to prepare for the interviews.

1. Please go to www.schoolinterviews.co.nz
2. Log in using the Rosmini College school code: **TEQ2K**
3. First enter your name, your email address and your son's name(s) and form class.
4. On the next page, pick the teachers you want to meet.
5. First select the subject and then choose your son's teacher from the list of teachers.
   You will see a timetable showing when your chosen teachers are available. Simply click on the times that suit you.
6. Further instructions can be found on www.rosmini.school.nz

Please note: Physical Education teachers are not included in the list, however should you wish to talk with your son's PE teacher feel free to ring the school on the above phone number.

When you have completed the process, your interview timetable will be emailed to you. If your plans change, you can return to the site and change your interviews whenever you want.

If you do not have access to the internet, or need further help, please do not hesitate to contact Mrs Meurant at school (489-5417 ext 219 or DDI 487-0519) for further assistance.

Please note your email address will be saved onto the School's database for future use.

Yours sincerely

T J Gerrard
Principal