



Jasper Road Public School

Jasper Road, Baulkham Hills NSW 2153
Telephone: 9639 6801 9639 6688 Fax: 9639 4487
Email: jasperroad-p.school@det.nsw.edu.au
Web: <https://jasperroad-p.schools.nsw.gov.au>

Monday 22 June 2020

3 – 6 Parent / Teacher Conferences

Dear Parents/Carers,

This year Jasper Road Public School will be using Schoolzine Session Keeper to schedule our Parent / Student / Teacher Conferences. This is a quick and convenient way for you to schedule conference times that suit your family best. Booking a conference can be completed via the Schoolzine app or online:

<https://jasperrdps.schoolzineplus.com/3-6>

Further information on completing the booking process can be found over the page. Alternatively you can watch the instructional video from Schoolzine:

<https://jasperrdps.schoolzineplus.com/sk-booking-guide>

Years 3 – 6 conferences will take place on Wednesday 29 July 2020 2:00pm – 7:00pm. Bookings will open on Monday 29 June at 3pm and close on Thursday 23 July 2020 at 5:00pm.

As per the NSW Department of Education's *School Students Returning to Face-to-Face Learning* guidelines we will be holding these conferences via Zoom. Before your conference you will be provided with an instruction sheet, carefully follow this to ensure you are logged on and ready to commence your meeting at the correct time.

For parents that don't have access to the Internet please see the office. Alternatively, parents may send a note to school with the approximate times they require, or phone the school on 9639 6801. Conferences are strictly 10 mins and spaces are limited. If you require more interview time, please contact your teacher directly to make alternative arrangements.

Parents can cancel their interview bookings any time prior to the closing date, by referring to the original confirmation email. Parents wishing to change their interview times should contact the school directly on: 9639 6801

We look forward to meeting with you.

Mr Craig Warner
Principal

The following guide will instruct you on the process needed to book an appointment through Schoolzine's Session Keeper System. You will also be able to cancel your booking and rebook if required.

1. Navigate to the Session Keeper URL, enter your **Email Address** and select **Login**.

2. Click **Send** to receive an email and set up your password.

If you are booking for a student you will see your linked children.

You can also add children if they are not already in the system.

To do this you will need to click the **Add Student** button, enter in your child's **First Name** and **Last Name** then click **Save**.



Add Student Save & Continue

3. Select all of the relevant Staff members that you would like to book a session with and select **Next** from the bottom right corner.

viewing 1 - 3 of 3

4. Select the time of your booking from the list (for all of your relevant teachers) and then select **Next**. **NOTE: Already booked and unavailable sessions will be greyed out from the list.**

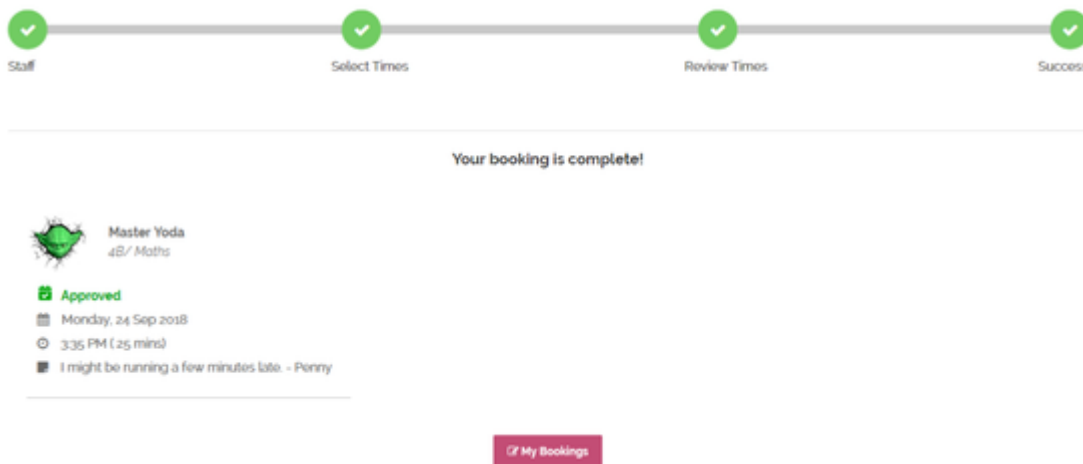
5. Review your appointment information and add any notes, if relevant, before pushing **Next** to confirm your bookings.



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6. Your Booking is complete! You will receive a confirmation email to your nominated email address.

The confirmation email also includes links should you need to modify or cancel your booking.



Printing and Adding to Calendar

Whilst logged in please follow the following steps:

1. Click on **Account** in the top right corner.
2. Select **My Bookings**.
3. Then click on either **Print** or **Add to Calendar**.

