

**Jasper Road Public School** 

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Monday 22 June 2020

## K – 2 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/K-2

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

K – 2 conferences will take place on Monday 27 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. At this time 1N will not be holding conferences. We will advise parents / carers of an alternative date in due course.

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.

Demo School	Demo School
Dease enter your email	D Password Setup Required
Email	
Example@gmail.com	Click Send to receive an email and setup your password.
Login	Back Send
. Navigate to the Session Keep	er URL, enter 2 Click <b>Send</b> to receive an em

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**.

				0
lect Student	Select Staff	Select Times	Review Times	Success
John Smith				
070				
				Add Student Save & Con

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.



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.

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12:05 PM	25m 12:40 PM	01:15 PM	es:go PM	02:25 PM	03:00 PM			
o3:35 PM	25m 04:10 PM							

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

Master Yoda 4B/ Maths	
Locked     Monday, 24 Sep 2018     335 PM (25 mins) Add note for booking:	
I might be running a few minutes late Penny	

Back Next

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.

	<b>⊘</b>	O	
	Select Times	Roview Times	Success
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14			
Approved Approved			
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③ 335 PM (25 mins)			
	utes late Penny		

## Printing and Adding to Calendar

Whilst logged in please follow the following steps:

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

Demo School	
My Bookings	MY DETAILS
	MY BOOKINGS
	MY SESSIONS
All Statuses * Show Past Bookings Add To Calendar	LOGOUT
Teacher One	
Approved	
🛗 Wednesday, zz May 2019	
@ 415 PM (15 mins)	
Might be t minute late	
Cr Edit Cancel booking	