

Dear Parent/Guardian

Re: Parents' Night – July 2018

Parents' Night for Years 7 - 12 has been scheduled for **Tuesday 24th July 2018** in the MET College Library between 4:00pm and 7:00pm

The purpose of this evening is to provide an opportunity for parents to meet with teachers to discuss student progress.

Appointments will be allocated in 10 minute blocks and whilst there may be an option to extend this time in certain circumstances, we would encourage parents to endeavour to restrict their meetings to 10 minutes to allow staff to meet with as many parents as possible. In order to streamline the appointment booking process, John Tonkin College uses an on-line booking system (**SOBS – Schools Online Booking System**).

Note: You will need your child's timetable or at least the names of the relevant teachers with whom you wish to meet in order to book appointments using this service.

<p>Bookings can be made in SOBS between 8am on Monday 2nd July and 9pm Monday 23rd July 2018</p>

Please follow the directions outlined in the following pages to make appointments with teachers online.

Should you be unable to book your appointments using this system, you will be able to contact the College.

Years 7-9 on 9535 0100, Years 10-12 on 9583 7327 during working hours from Tuesday 17th July 2018 to schedule your interviews.

We look forward to meeting with you on **Tuesday 24th July 2018**

Yours sincerely



Mrs D Heath
Associate Principal
