



MINARET COLLEGE

Islamic College of Melbourne South and East

7 August, 2020

Parent Teacher Interviews for Secondary School Via Zoom

Dear Parents / Guardians of Secondary School Students,

Assalamualaikum Wa Rahmathullahi Wabarakathuh.

We are very pleased to inform you that our Parent Teacher Interviews for Years 7-12 will be held from Monday 24th to Friday 28th August and you are cordially invited to attend.

In light of the COVID-19 pandemic restrictions, parents are not permitted on school grounds for any event. Thus we have chosen to conduct parent teacher interviews via video conferencing using Zoom.

This is an opportunity for you to discuss your child's academic progress in semester 1 with the subject teacher and to review the growth in all areas of your child's school life. It is highly important that you view your child's semester 1 report and highlight the areas that you would be interested to discuss with the teachers. The semester 1 report of your child has been mailed to you earlier.

The Zoom Interviews have been scheduled in the following format:

Year 7 Students	Monday 24 August	3.30 pm to 5.30 pm
Year 8 Students	Tuesday 25 August	3.30 pm to 5.30 pm
Year 9 Students	Wednesday 26 August	3.30 pm to 5.30 pm
Year 10,11 and 12 Students	Thursday 27 August	3.30 pm to 5.30 pm
Year 10, 11 and 12 Students	Friday 28 August	3.30 pm to 5.30 pm

Procedure for booking and conducting interviews:

1. Next week, parents will receive a link via SMS to make a booking for the interview. On the PTI booking page there will be a parent guide on how to book a time.
2. Once the booking is made, the parent will receive a confirmation email from the teacher.
3. The Zoom link will be sent with the confirmation email from the teacher.
4. The parent will be required to log onto Zoom with their child's Zoom account at the designated booked time.
5. The Zoom booking system consists of a 15 minute meeting per parent for each student.
6. In case of internet or booking problems parents are required to email the school at: ptibooking@minaret.vic.edu.au.

Should you have any queries regarding the new format of the parent teacher interviews, please contact the relevant Head of School.

We look forward to seeing you at the interviews.

Secondary Leadership Team.

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