



CASTLETOWN PRIMARY SCHOOL

Easton Road Esperance WA 6450

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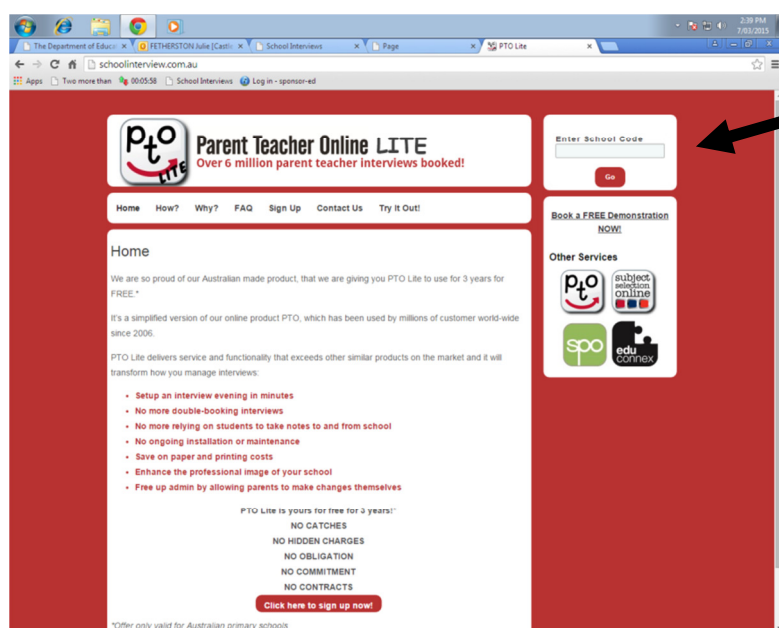
Email: Castletown.PS@education.wa.edu.au

Dear Parents/Guardians

Accessing the On-line booking system at home for parent/teacher conferences.

1. Type in **www.schoolinterview.com.au**

Please note – it is a red background for the correct page. If your page does not have a red background check the above address (most errors when people add an 's' after school interview)



Enter school code - **yc9cv**

2. This will take you to this screen. Type in your details to register.

First name

Last name

Email

Once you have done this an email will be sent to you with your personal pin.
Type in your pin and log in.

3. At the next screen type in the name of your child and click add. Repeat this for all your children you wish to have a conference for. If your child has a different surname, you can change this as you register each child.

First name

Last name – if your child has a different last name to you change it here.

Click add

Any registered children will show up here. Type the details in for any other children you have and click add for each one.

When finished click on 'Go to bookings'.

4. Now you can start making your booking.

Click here to choose your child's year level.

Click here to add a class to your child.

Then click here to select a time for your interview. Do this for each child. When you are happy with your times, click 'Make Booking' for each child.

5. You now have the option of downloading and printing out your times or having it emailed to you.

6. If you need to change a booking - log back in and change.

Mrs Fetherston is available in the library before and after school this week and next if you require any assistance.

Pauline Grewar

