Dear Parents/Guardians

Katanning Senior High School is dedicated to working with parents in continuing to maintain high standards achieved by all students. To complement our formal reporting process, there will be a teacher interview afternoon and evening with available bookings from 4:00pm until 7:00pm on Thursday 17 March. These meetings will be held in classrooms surrounding the lower school quadrangle and the school’s library.

During the meetings, teachers will inform you of your child’s progress, any causes for concern, possible future strategies to maintain or improve results and attempt to resolve any concerns you may raise.

As in previous years, the school is using an internet-based booking system called School Online Booking System (SOBS), which will be available for parents to make bookings from 9:00am Thursday 25 February. Bookings will close 12:00pm Thursday 17 March. Parents are still able to access their personalised summary after this time.

By using SOBS you will be able to book interview times that best suit you from any internet connected computer. If you are unable to access a computer, please contact the school administration (9821 9800) who will assist you in booking interviews as required, however this service will be unable to override existing bookings.

Please access the system as follows:
- Go to the website: sobes.com.au
- Click on the Parent/Teacher interview bookings icon as shown on the right.
- The first time you log on click on Parent Access in the left hand menu.
- In the box, type in Katanning and then click search.
- Click on Katanning Senior High School under the heading ‘Click on your school.’
- Click on ‘Parents click here’.
- Click on the icon ‘Parent Access’ located on the left menu bar.
- Enter your email address.
- Follow the prompts to book interviews for your child/ren.
- If you have used this service before you may notice that your child is listed in the previous year’s year group. You may change this by clicking on the arrows next to the year.

Please note the following points:
- Please use your child’s first name and last name so that the teacher is aware who the appointment is for.
- A red box indicates that the teacher is unavailable at that time.
- You can cancel an appointment by clicking the interview slot you wish to cancel.
- You can print a personalised summary of your interviews by clicking the Print Schedule button after you have saved the selected interview slots.

If you are unable to attend during the set times, but would still like to speak with your child’s teachers, please log onto the SOBS website and access it as outlined above, but instead of booking an interview slot, click on the teachers name “button” at the end of the appropriate teacher’s column. This will send an email to the teacher requesting an alternative meeting time.

If you have any questions about the information enclosed, please do not hesitate to telephone the school on 9821 9800 and we will be pleased to assist you.

We look forward to seeing you on Thursday 17 March.

Yours sincerely
Mr Trevor Carruthers
Deputy Principal
19 February 2016

‘Excellence in teaching, learning and leadership’

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