



# TRINITY BAY STATE HIGH SCHOOL

Quality Secondary Education since 1960

**Monday 15 July, 2024**

Dear Parents/Guardians,

Please find attached:

- SchoolZine online booking guide/ links to video tutorials
- Teacher email, subjects & room list

Parent/Teacher interviews will be held on the following date and time:

**Monday 29<sup>th</sup> July 2024**  
**4:00 p.m. - 7:00 p.m.**

Bookings for Parent Teacher interviews can be made using an online booking service called SchoolZine. A user guide is attached showing the simple steps to book your interviews at a time that suits you. You will need to use this service to book your interviews. These documents, along with a list of the teachers & their emails, are also available on the school's website.

Should you have any issues booking through the service please email the teacher directly that you wish to see in the first instance or email [trinitybayshs@schoolzineplus.com](mailto:trinitybayshs@schoolzineplus.com) for further assistance.

Interview bookings are now open and will close on **Thursday the 25<sup>th</sup> of July at 4:00pm**. This is to allow all families to make bookings that suit them and provides teachers sufficient time for interview preparation.

Interviews on the evening are strictly 10 minutes each in length. If you need longer, please contact the teacher directly to make an alternative time. A full list of staff available on the evening is attached. Should you require an interpreter for the evening bookings must be made through the office.

Please prioritise the teachers you wish to see. All teachers are listed on your student's timetable.

Should the teacher you wish to see have no availability please contact them directly on email provided in the attached list.

These evenings are a very important means of communication between home and school and allow teachers and parents the opportunity to discuss student progress in more detail and, where necessary, to look at strategies for improvement of student performance.

Due to space constraints, we prefer no more than 2 attendees plus student at each interview.

Please note the venue location is Y Block and G Block adjacent to each other. Please come to E Block Administration and follow the signs.

We look forward to meeting you at these interviews.

Yours faithfully  
Ms Saniya Muller  
Head of Department - Events

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Dear Parents & Guardians,

Parent/Teacher/Student interviews will be held on **Monday the 29<sup>th</sup> of July, 2024**, between **4:00pm - 7:00pm**.

Interviews are strictly 10 minutes and spaces are limited. If you require more time with a particular teacher, please arrange a separate meeting by emailing the teacher directly.

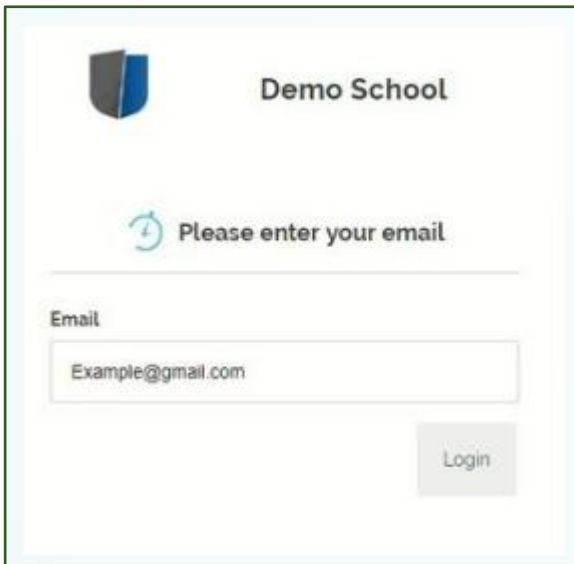
The following guide will instruct you on the process needed to book an appointment through Schoolzine's Session Keeper System.

Please follow this link should you wish to watch the steps below via a video - <https://www.schoolzine.com/session-keeper-parent-booking-guide/>

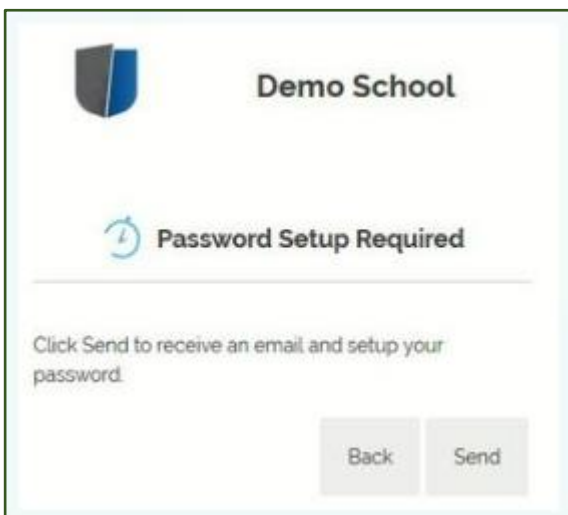
1. Navigate to the Session Keeper URL

<https://trinitybayshs.schoolzineplus.com/view-session/17>,

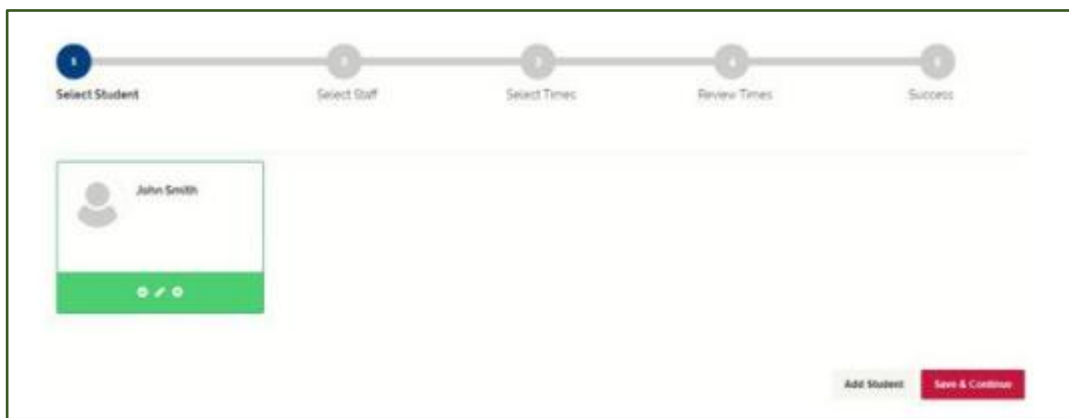
enter your **Email Address** and select **Login**.



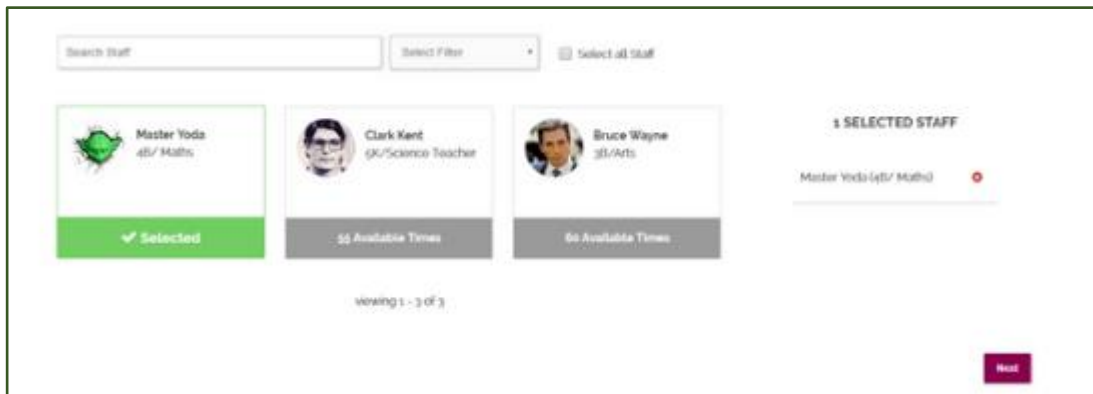
2. Click **Send** to receive an email and set up your password.



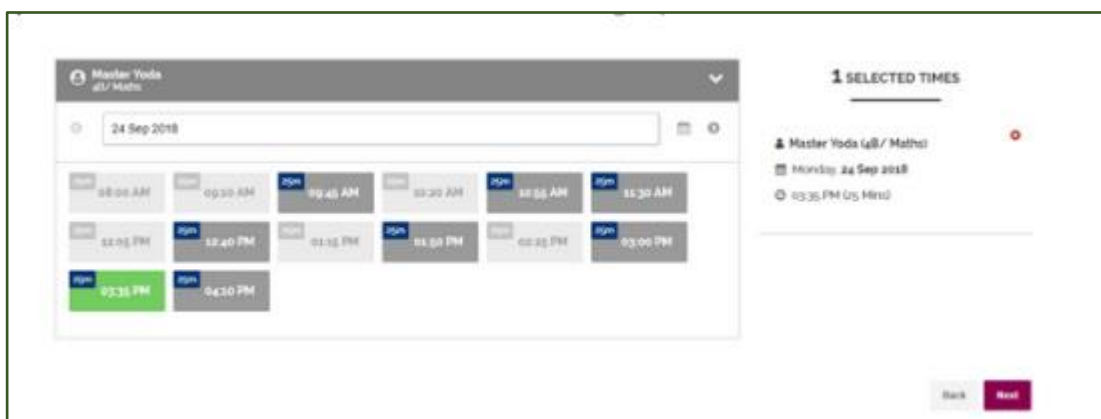
3. You can add children if they are not already in the system. To do this you will need to click the **Add Student** button, enter in your child's **First Name** and **Last Name** then click **Save**.



4. Select all of the relevant Staff members that you would like to book a session with and select **Next** from the bottom right corner.



5. 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.



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



7. 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.

