



Newington College

K-6 WYVERN

PARENT TEACHER INTERVIEWS K-6

Parent Teacher Interviews for K-6 will be held on Tuesday, 30th July, 3:30pm - 6:30pm, Wednesday, 31st July, 1:45pm - 4:00pm (selected teachers only) and Thursday, 1st August, 3:30pm to 6:30pm. **Please note that Class KW Parent Teacher Interviews will be held at a later date.** Bookings can be made through the Community Admin Portal in SPACES. Instructions on how to book an appointment can be found below.

Interviews can be booked with your son's Class Teacher (10 minutes) and Specialist Teachers (5 minutes). Parents of boys in Years 3-6 will be offered the opportunity to book a 5-minute meeting with their son's Maths and English Group Teacher if different to their class teacher. When booking interviews, **you must allow 5 minutes between each appointment time.**

Booking Parent Teacher Interviews through Community Admin:

- Log into SPACES
- On your SPACES dashboard click on 'Community Admin' on the right-hand side of the screen
- Click on the 'interview' tab at the top of the page
- Select the 'cycle' (Class Teacher/Specialist Teacher/Group)
- Select the timeslots that are suitable for each cycle
- Once selected, you have the option to print your appointments

Please note that all bookings must be made by 4:00pm on Friday 26th July. We request that you take the time to diarise your appointments as access to the booking system will not be possible after this time.

If you need assistance making your appointment, please contact the Wyvern Office on 9568 9444 or email wyvern@newington.nsw.edu.au.

Kind regards

Wyvern Office