

How to Book Parent Teacher Interviews

Access to book Parent Teacher Interviews online is via the **Community Admin** accessible via <u>this link</u> (or the one in the email notification). **Go to Step number 5 if you are already on the interviews page.**

You can at any stage, access the interview booking page by opening Spaces, using your Newington credentials and clicking on the link from the "My Places to Go" area on the right side of the Spaces Dashboard.

- 1. Go to spaces.newington.nsw.edu.au and click on the Spaces link
- 2. Login with your Newington parent credentials



3. From the Spaces Dashboard, click on Community Admin (from My Places to Go)

	Click on Community Admin			
Dashboard				
RECENT CHANGES	PROMOTED NEWS	MY PLACES TO GO		
STANMORE: YEAR 12 - Veronique Lorquet	LitFest 2019 Writing Competition	Stanmore		
Year 12 Final Year Group Photo 2019 Attention Year 12s	Barrows- Richard Wheeland - Fin 08 Feb 23 to M Great prizes are up for glabal in the Liferat 2010 Witing Competition. Find out more about divisions and writing prompts.	🖉 Community Admin		
March at 10:30am ¶⊴ Article - 3 days ago	Compulsory College Events for Students - 2019	MyStudentAccount		
STANMORE: CRICKET - Ross Turner	Dear Parents/Boys	 Extended Term Time Leave Online Payments 		
16 Years Cricket Teams - 23 February	Students are expected to attend the following College events. Detailed information on each event will be posted on continue reading -	School TV		
Dear All, 15 Years Cricket - Saturday 23 February Please find attached team lists & ¶ ³ Article - 26 minutes ago	Leave Requests (including Saturday sport) - Stanmore	♣ From the Head of Stanmore		
STANMORE: CRICKET - Ross Turner 13 Years Cricket Teams - 23	Student leave due to: 1. Medical/liness (A medical certificate is required if a student is absent from school for continue reading +	FAMILY MEMBERS		
February - Updated Dear All, 13 Years Cricket Team vs St Joseh's - Saturday 23 February Please find attached the 13 4 ³ Article - 31 minutes ago	Configuring laptops for use in 2019 Earners. Ear Collies. May, 11 Heb 2019 (40 AM) BYOD computers - all loop inuit complete a lat of initial setup tasks to prepare their computers for use in the fract doing of the solution year.	UPCOMING EVENTS TECHNOLOGY: CASE STUDY (8.30AM SUBMISSION)		
STANMORE: CRICKET Ross Turner	Newington College Anti-Bullying Statement	IB ASSESSMENT, GEOGRAPH		
14 Years Cricket Teams - 23	Newington College does not tolerate bullying in any form by its community members or by visitors to the College All students, staff and visitors have continue reading -	Stanmore: Year 12 - Starts: 22/02/19 08:30		
Dear All		SRC MEETING		

4. In the Portal you will find a page titled **Interviews**, click here.



5. This page will list all current parent interview sessions available. Ensure you are viewing the correct session if you have more than one son in a year group, you can choose your son's name first before making the appointment.



6. Click on the Avail link in the time slot of the teacher you wish to meet.

It is very important that bookings are made with a 5-minute gap between each booking.

See image below on how you should book your interview times.

Print your appointments	PLEASE NOTE: Keep a 5 minute gap between appointments opm to 7:00pm) om 4:05pm 4:10pm 4:15pm 4:20pm 4:25pm 4:30pm 4:35pm 4 Gap				
Session 1 (5/03/2019 from 4:00pr	n to 7:00pm)		1		
4:00pm	1 4:05pm 4:10	om 4:15pm 4:20	om 4:25pm 4:30)pm 4:35pm	4:40pn
Mr <u>Booking</u> immen 12 Physics A	Gap				
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Booking ym 12 Economics A		^{cel} Gap			
s	avail	avail	avail	avail	avail
		can	cel		
			car	ncel	
Back to top					
Print your appointments					

7. After clicking on avail, you will need to confirm the booking, click yes here.

COMMUNITYADMIN									
Intro	My Details	Timetable	Finance	My Stored Cards	Events	Interviews	Documents	ts Logout	ŀ
Welcome, Your last visit before today was on 13/03/2017 03:37pm									
Are you sure you want to set an appointment for student teacher Mr teacher Mr at 4:35pm? Yes / No									

Use the Logout option to return to Spaces.