

Saint Kentigern College Subject Learning Conferences: Caregiver Login & Booking Instructions

Gmail or Microsoft Email Instructions

Step Two: Sign in with either Microsoft or Google.

Login Sign in with Magic Link (Caregivers)

CAREGIVER EMAIL ADDRESS *

Enter your caregiver email address that you have registered with the school, then a one-time magic login link will be emailed to you.

You can also try the Sign in with Microsoft or Sign in with Google options if your email is by these providers.

Request Link

Back to Login

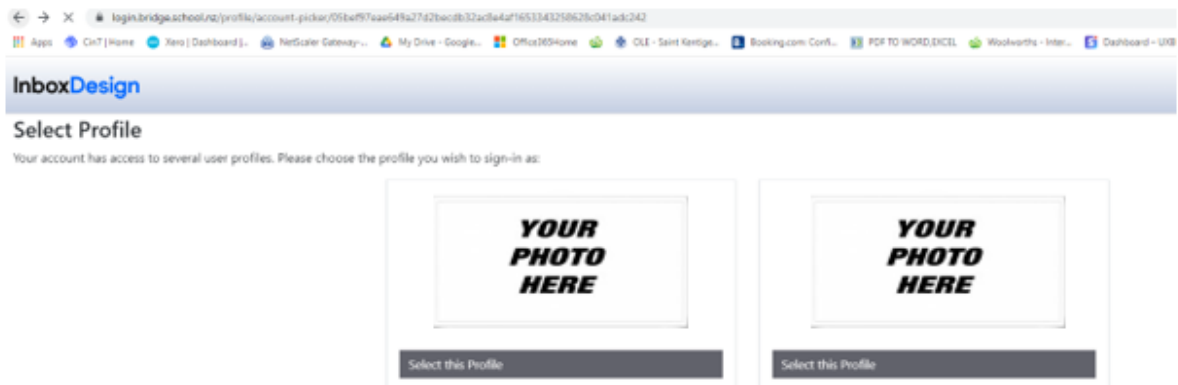
OTHER SIGN-IN METHODS:

Sign in with Microsoft

Sign in with Google

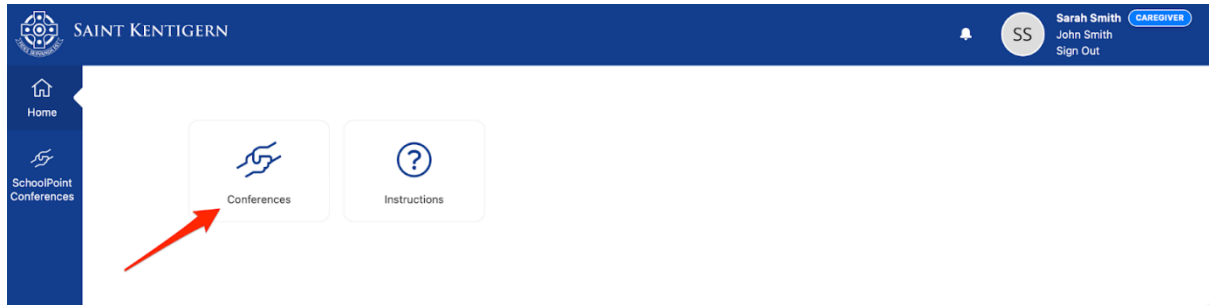
Step Three: Select Your Child Page (Only if you have more than one child at Saint Kentigern College)

- A list of your children will be displayed. Select your child that you wish to book conference time for.
- **Please Note:** You will need to come back to this page to book conference times for your other children if required

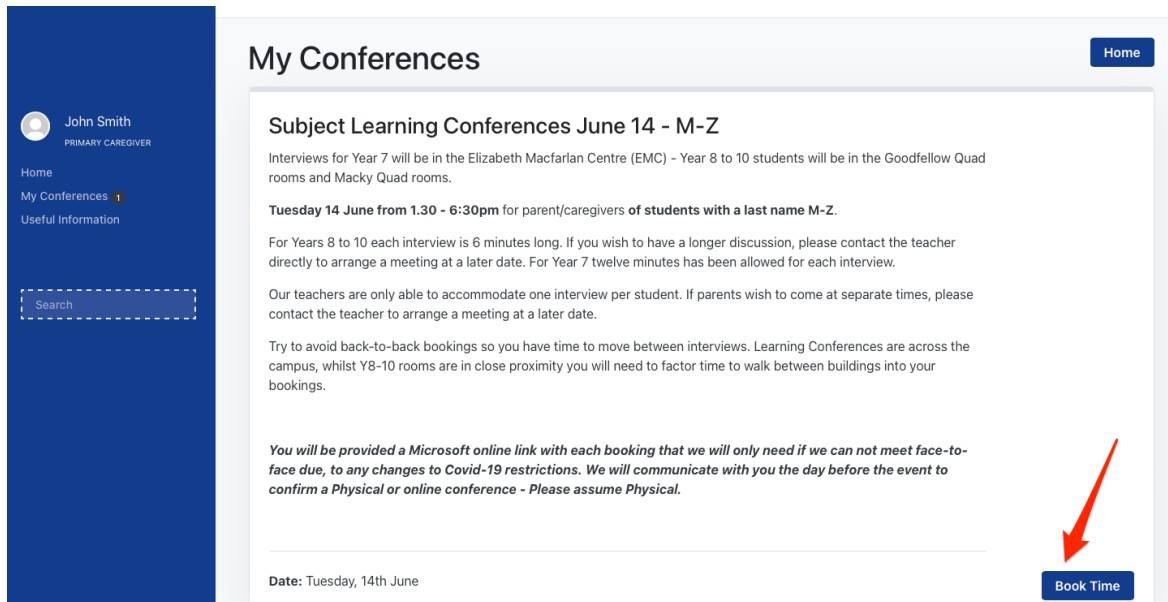


Step Four: Book your Conference Times

Click on the 'Conferences' button



Click on the 'Book Time' button



- Select an open booking slot for each of the subject teachers that you would like to see.
- Please leave a gap in between your conference bookings as you will need to allow 'travel time' to move to your next conference.
- Once you have selected all your conference times click the 'Summary' button

My Conferences Summary

Please select your appointment time for John Smith.

Our teachers are only able to accommodate one interview per student. If parents wish to come at separate times, please contact the teacher to arrange a meeting at a later date. Tuesday 14 June from 1.30 - 6:30pm for parent/caregivers of students with a last name M-Z.

It is recommended that you leave spaces between appointments.

Tuesday 14th June

	1:30 pm	1:36 pm	1:42 pm	1:48 pm	1:54 pm	2:00 pm	2:06 pm	2:12 pm	2:18 pm	2:24 pm	2:30 pm	2:36 pm	2:42 pm	2:48 pm
Paul Bennett						Booked								

Step Five: Final Check & Adding Comments to Subject Teacher

On this page you can:

- View all your selected conference times
- Add Notes for the Subject Teacher. This function is helpful if you would like to ask specific questions during your conference. The teacher will be able to see this when you make the booking.
- Make changes to your bookings
- Print your bookings (at the bottom of the page)

My Conferences Home

Subject Learning Conferences June 14 - M-Z

Interviews for Year 7 will be in the Elizabeth Macfarlan Centre (EMC) - Year 8 to 10 students will be in the Goodfellow Quad rooms and Macky Quad rooms.

Tuesday 14 June from 1.30 - 6:30pm for parent/caregivers of students with a last name M-Z.

For Years 8 to 10 each interview is 6 minutes long. If you wish to have a longer discussion, please contact the teacher directly to arrange a meeting at a later date. For Year 7 twelve minutes has been allowed for each interview.

Our teachers are only able to accommodate one interview per student. If parents wish to come at separate times, please contact the teacher to arrange a meeting at a later date.

Try to avoid back-to-back bookings so you have time to move between interviews. Learning Conferences are across the campus, whilst Y8-10 rooms are in close proximity you will need to factor time to walk between buildings into your bookings.

You will be provided a Microsoft online link with each booking that we will only need if we can not meet face-to-face due, to any changes to Covid-19 restrictions. We will communicate with you the day before the event to confirm a Physical or online conference - Please assume Physical.

Your appointment times for John Smith are:

2:00pm
Tuesday 14th, June
[Save to your Calendar](#)

Room: 25

PMB
Paul Bennett
Booked by Sarah Smith (Caregiver)

[View Booking](#)

[Update](#) [Cancel](#)

Add an note about your booking:

Add a note about your booking for the school to see...

[Save Note](#)

[View Your Bookings](#) [Print](#)

Step Six: Booking Conference Times for Additional Children

If you have multiple children at Saint Kentigern College, you will need to book in conference times for them as well.

- Go back to the **'Select your Child Page'** You can either go back through your browser by clicking the 'back' button until you reach this. Or you can login again.
- Take note of your current bookings to ensure that you do not double book yourself or don't give yourself enough time to travel to the next booking.