

PARENT/TEACHER INTERVIEW BOOKING INSTRUCTIONS

Parent/Teacher Interviews are an essential opportunity for you to discuss your child's progress, achievements, and any concerns with their teachers. To ensure a smooth booking process, please follow the detailed instructions below:

Log into the Sentral Parent Portal

- Access the Sentral Parent Portal using the app on your mobile device or by navigating to the link available on our school website.
- If you are having trouble logging in, make sure you have your username and password ready. If you've forgotten your login details, follow the prompts on the login page to reset them.

Select 'Parent Teacher Interviews'

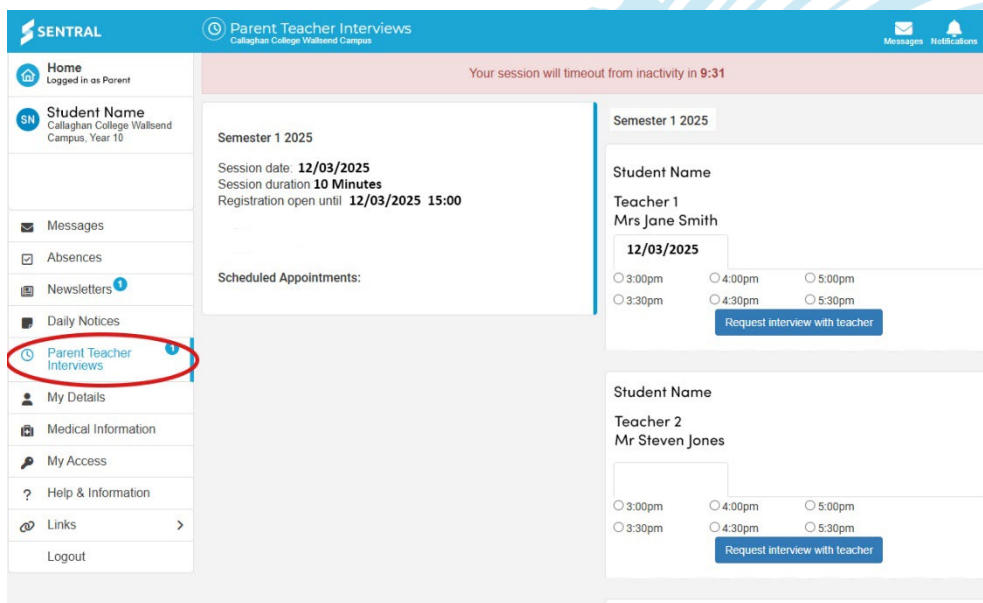
- Once logged in, look for the section labelled 'Parent Teacher Interviews' in the menu. This option is highlighted in red in the screenshot below for your convenience.
- Click on this option to proceed to the booking interface.

Choose Your Timeslots

- You will see a list of available time slots for each of your child's teachers. Review the options carefully.
- Select the time that best fits your schedule for each teacher. It's advisable to consider any overlaps and ensure you have sufficient time between appointments if you are meeting with multiple teachers.

Submit Your Choices

- After selecting your desired timeslots, click the 'Submit' button to finalise your bookings.
- You will receive a confirmation email shortly after submitting your choices. This email will include details of your appointments.
- The confirmation email will contain an attachment in iCal format. This allows you to easily add your appointment times to your preferred calendar application



SENTRAL Parent Teacher Interviews
Callaghan College Wallsend Campus

Home
Logged in as Parent

Student Name
Callaghan College Wallsend Campus, Year 10

Messages
Absences
Newsletters
Daily Notices
Parent Teacher Interviews
My Details
Medical Information
My Access
Help & Information
Links
Logout

Your session will timeout from inactivity in 9:31

Semester 1 2025
Session date **12/03/2025**
Session duration **10 Minutes**
Registration open until **12/03/2025 15:00**

Scheduled Appointments:

Semester 1 2025

Student Name
Teacher 1
Mrs Jane Smith
12/03/2025
 3:00pm 4:00pm 5:00pm
 3:30pm 4:30pm 5:30pm
Request interview with teacher

Student Name
Teacher 2
Mr Steven Jones
 3:00pm 4:00pm 5:00pm
 3:30pm 4:30pm 5:30pm
Request interview with teacher