



*Striving for personal best,
serving with honour.*

Swansea High School

Park Avenue Caves Beach
PO Box 183 Swansea NSW 2281
Ph: 4971 1944 Fax: 4972 1378
Principal: Mrs Robyn Leggatt

12th March, 2017

Dear Parents/Carers,

Parent Teacher interviews will be held in the Library for **Years 11 and 12** on **Wednesday, 22nd March 2017, from 5-7pm.**

All bookings can be made through the **Swansea High School Parent Portal**. Please contact the school's Front Office if you require support with this process. Alternatively, students are still able to book a time directly with their classroom teachers.

All interviews timeslots will be 5 minutes in duration. Should you require a longer appointment please ask your child to contact their teacher directly to organise an alternate, mutually convenient time.

We appreciate your ongoing support.

Yours sincerely

Mrs Robyn Leggatt
Principal
Swansea High

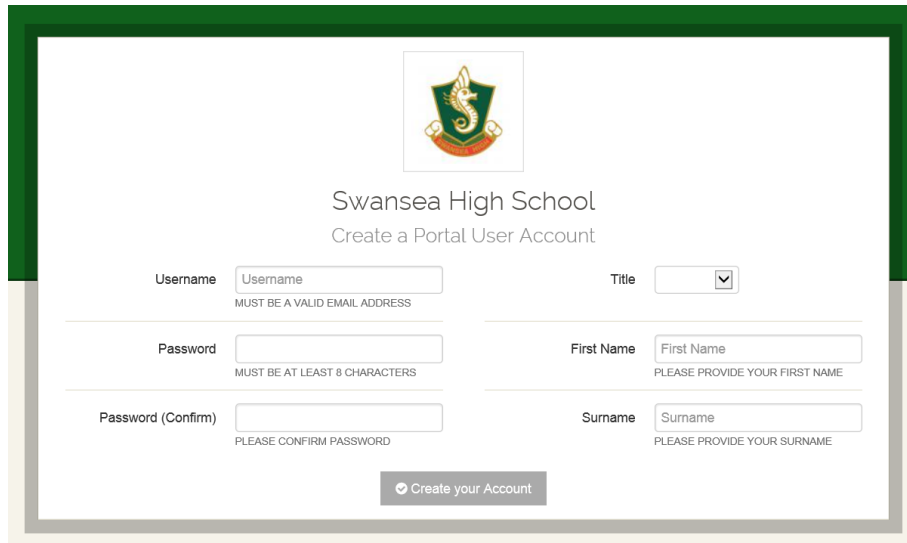
Respect – Responsibility – Ready to Learn

Parent Interview Bookings

Parent Registration

1. Registration is very easy. Simply navigate to the below address and follow the prompts.

<http://web1.swansea-h.schools.nsw.edu.au/portal/register>



Swansea High School
Create a Portal User Account

Username Title

MUST BE A VALID EMAIL ADDRESS

Password First Name

MUST BE AT LEAST 8 CHARACTERS PLEASE PROVIDE YOUR FIRST NAME

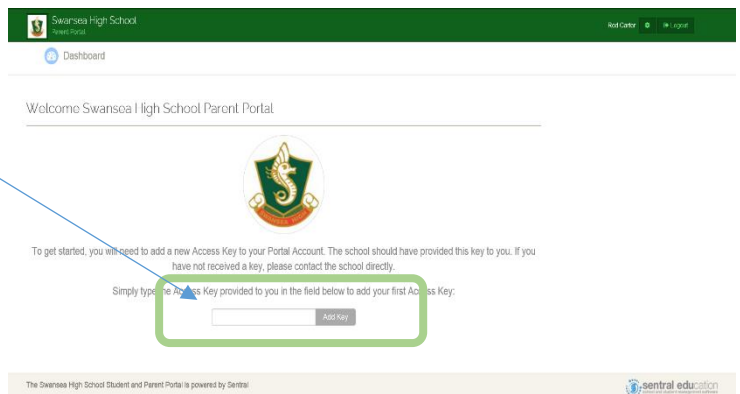
Password (Confirm) Surname

PLEASE CONFIRM PASSWORD PLEASE PROVIDE YOUR SURNAME

2. Your account will then have to be approved by a staff member, you will be notified by email of your successful registration.

Adding Students to an Account

1. Once your account has been approved, simply add the Family Key (Provided by the school) to gain access to your student/s information.
2. Once you have added your student/s to your account you will then have access to their information.



Swansea High School
Parent Portal

Dashboard

Welcome Swansea High School Parent Portal

To get started, you will need to add a new Access Key to your Portal Account. The school should have provided this key to you. If you have not received a key, please contact the school directly.

Simply type the Access Key provided to you in the field below to add your first Access Key:

The Swansea High School Student and Parent Portal is powered by Sentral

sentral education

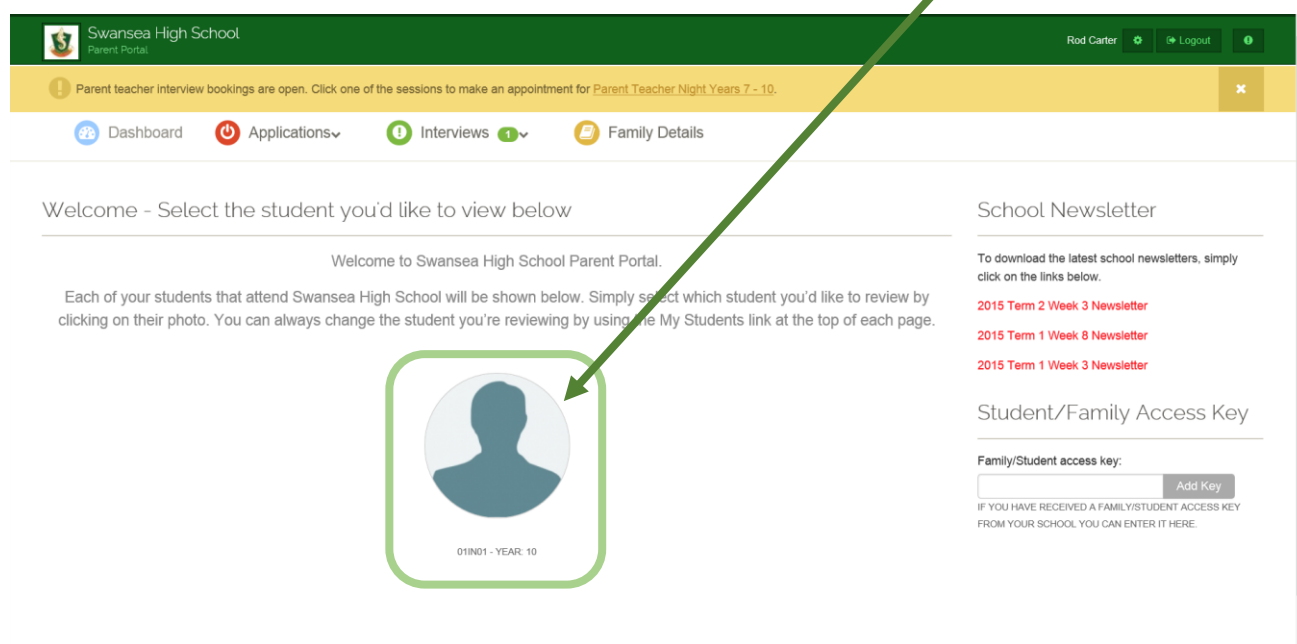
How to access the Parent Portal

1. To access the Parent Portal visit the below address:

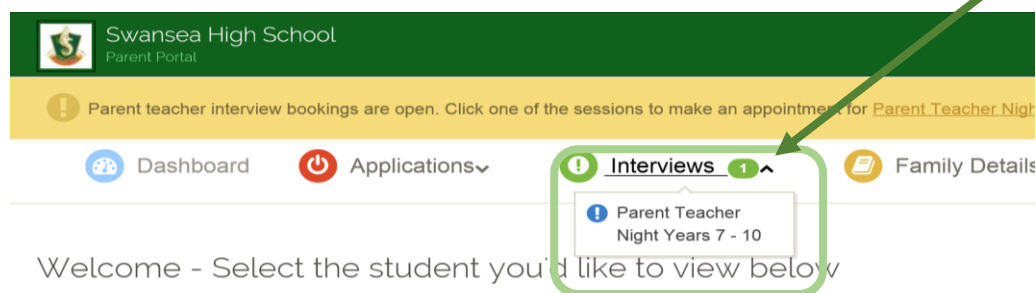
<http://web1.swansea-h.schools.nsw.edu.au/portal>

How to register for an Interview

1. Click on the Student who you would like to book an interview for.



2. Click on **Interviews** then select **Parent Teacher Night Years 7 - 10**



3. Click on the **Select Timeslot** button that is placed next to the teacher you'd like to meet with.

4. Select a **timeslot** from the timeslots that are available for that teacher. The selected booking timeslot will now be **reserved** for you until you finalise this process.

Subject	Class	Teacher
PDHPE Yr10	10PDHPEN	
English Yr10	10ENGStd2	Mrs K
Food Tech Yr10	10FTB	Miss Z
Geography Yr10	10GEON	Ms N
History Yr10	10HISN	Mr G
Marine Studies Yr10	10MARG	Mr P
Maths Yr10	10MAT4	Mr M
Science Yr10	10SCIN	Mr M

Timeslots				
27/07/2016 Wed				
4.00pm	4.05pm	4.10pm	4.15pm	4.20pm
4.25pm	4.30pm	4.35pm	4.40pm	4.45pm
4.50pm	4.55pm	5.00pm	5.05pm	5.10pm
5.15pm	5.20pm	5.25pm	5.30pm	5.35pm
5.40pm	5.45pm	5.50pm	5.55pm	6.00pm
6.05pm	6.10pm	6.15pm	6.20pm	6.25pm
6.30pm	6.35pm	6.40pm	6.45pm	6.50pm
6.55pm				

Appointment Time

No appointments available

Select Timeslot

Select Timeslot

Select Timeslot

Select Timeslot

Select Timeslot

Select Timeslot

Select Timeslot

Confirm Appointments

5. Complete steps 3 and 4 until you have selected an appropriate interview time for all of the teachers you'd like to see.
6. If there are no suitable timeslots available, click on the Select Timeslots button and then click on the blue "**Request interview with teacher**" button.
7. Once you have made a selection for **all** of the subject teachers you wish to meet, you **MUST** click on the **Confirm Appointments** button.
8. The reserved bookings you selected will now be **confirmed**.
9. When you have confirmed the appointments, you will then have saved an **Interview Summary** for your reference. At the bottom of the page, you have options to **download** as an iCal export file, or **print** a hard copy.

Edit Bookings

Download iCal

Print

Please note: You have a 10 minute inactivity session timeout whilst selecting the bookings for your children. This means that if you leave your computer for more than 10 minutes, any reserved bookings will be released and other parents can choose them. It is important that you complete this process in one go. If you do run into any issues, please contact the school directly.

For further information, please contact the school.