



Cecil Hills Public School

Leopold Place

CECIL HILLS NSW 2171

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Cecil Hills Public School will be conducting Parent Teacher interviews online using a Zoom (video) call, or over the phone this year. Below is a guide for Parents to connect with teachers if using a Zoom (video) call.

Attending your interview - Prepare to join the video call 10mins prior to your booking time. It is recommended to connect using a computer, although you can connect through a smart phone or tablet. The below process may be slightly different for smart phones.

1. All parents will need a personal Zoom account to connect with Teachers. If you need to create a personal Zoom account, see below steps. If parents have a personal Zoom account, skip to step 2.
 - a. See this link to create a free Zoom account: <https://zoom.us/>. Student Department of Education emails will not work for this meeting. It needs to be a personal Zoom account.
 - b. Please enter your details including date of birth and work (or personal) email. Next, an account activation email will be sent to the email in use.
 - c. Activate your new Zoom account. When activating, **DO NOT** register on behalf of a school as this is using your personal email.
 - d. Enter more details including your name and password.
 - e. Skip the "Invite colleagues" step, and **DO NOT** "start a meeting now" or "Go to your account". Just leave the window and proceed to step 2.
2. Once parents have a personal Zoom account, refer back to the booking confirmation email from bookings@mail.schoolinterviews.wa.gov.au when parents made the booking.
3. Select the "Video link" for the correct student as seen below.

CECIL HILLS PUBLIC SCHOOL Parent Teacher Interviews

Bookings for [redacted]

Mobile Number: [redacted]

Please specify if you will do a Zoom (Video) Call or a Phone Call?: Zoom

Your appointments are listed below. Reminders will not be sent so please add this to your calendar now.

If you have selected a video appointment, PLEASE KEEP THIS EMAIL SOMEWHERE SAFE. You will need to return to this email on the day of your appointment. 10 minutes before your appointment time, click on the VIDEO LINK below (next to the teacher's name) and follow the onscreen instructions. The teacher will let you into the meeting when it is time.

[Click Here to see a guide for Parents to connect with Teachers using Zoom](#)

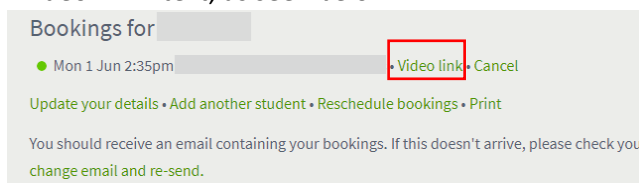
If you have selected a phone appointment, please check that the phone number you have provided is correct. Your teacher will call you, so please have your phone nearby, 5 minutes before your appointment is due to start. Teachers may be calling from numbers without any caller ID (Private numbers).

If you have any further enquiries, please contact the school office on (02) 9822 0504.

• Wed 1 Jul 8:30am [redacted] [Video link](#)

DO NOT DELETE THIS EMAIL. You can view, change or cancel your bookings by [clicking here](#).

- a. If the "Video Link" does not open anything on your computer / phone, click the "clicking here" text after the "You can view, change or cancel your bookings by clicking here" text at the bottom of the email. Then, a browser will open and you will be able to select the "Video Link" text, as seen below.



4. Once the "Video link" has been clicked, Zoom will try and open on your computer / phone. If parents have Zoom installed, click the Launch/Open/Run button. If parents do not have Zoom installed, it should automatically begin downloading, then install and open on your computer.
5. Once installed and opened, parents will need to "Sign in to Join".
6. Please log in now using personal Zoom accounts created in step 1. Student Department of Education emails will not work for this meeting.
7. Once logged in, you will be placed in the "Waiting room". Please wait and do not exit. The teacher will admit you to the meeting when they are ready.
8. Once the teacher admits you to the meeting, you will have to click the "Join with Computer / Device Audio" button.
9. Parents will then be connected with the Teacher.