



Darul Ulum College of Victoria

5 September 2022

Assalamu Alaikum Wr. Wb.

Dear Parents / Guardians,

TERM 3 PARENT & TEACHER INTERVIEWS

Please be advised that as per the school's calendar, we will be conducting the parent and teacher interviews onsite for students of all levels on:

Friday 16 September between 8.40am and 5.00pm.

Interview Booking Instructions

To ensure you secure a time with your child's teachers, parents are required to book their interviews in advance via the booking system available on Schoolbox.

The booking system will open at 9.00am on Tuesday 6 September. Parents are requested to complete their bookings by 9.00am, Monday 12 September.

Please follow the steps below for booking your appointments:

1. Type in the web browser: <https://schoolbox.dulum.vic.edu.au/>
2. Enter your Schoolbox username and password. (Please contact the reception if you have misplaced your login details)
3. Click on the tile named: **Parent – Teacher Interview Booking.**
4. Re-enter your username and password when prompted.
5. Select the relevant child. If you have more than one child, you will need to complete a separate booking for each child.
6. Select your preferred time with every teacher based on available slots.
[If your child is in the primary female campus, you will have the option of selecting two slots with teachers assigned two subjects or more.]
7. You may print your booking schedule or email it to yourself.

Interview slots are available on a first come, first-serve basis. To accommodate for online bookings with all teachers, a five-minute slot has been allocated to every teacher.

Where possible and applicable, it is advisable to book your first appointment with the form teacher allocated to the AM rollcall to collect your child's report from that teacher. Your child's academic report will also be uploaded to Schoolbox by Friday 16 September, Insha'Allah.

Teachers will be located across different classrooms. Their names will be displayed outside the relevant venue for your reference.

If a teacher is unavailable on the day due to isolation purposes or other compelling circumstances, relevant parents will be requested to arrange an alternative meeting time with that particular subject teacher.

Important Note:

If you are a female parent who would like to speak to the male teachers or a male parent who would like to speak to the female teachers about your child(ren)'s report(s), or if both parents would like to discuss their child(ren)'s report(s), the school will accommodate for you on an alternative date.

You are kindly requested to email the relevant Head of School or contact the reception who will arrange the meeting for you at your convenience.

Early Dismissal for Students on Last Day of Term 3

A courtesy reminder that Thursday 15 September is the last day of Term 3. All students will be dismissed at **1.30pm** on that day. Kindly arrange for your child's timely pick up.

The first day of Term 4 Insha'Allah for students is **Tuesday 4 October**.

We pray that you have a safe and rewarding holiday with your families.

Thank you.

Kind regards,

Heads of School