



# Darul Ulum College of Victoria

20 June 2022

Assalamu Alaikum Wr. Wb.

Dear Parents / Guardians,

## **RE: PARENT & TEACHER INTERVIEWS (FOUNDATION – YEAR 10 )**

Please be advised that the school will be conducting parent and teacher interviews for students in **Foundation – Year 10** on: **Tuesday 12 July between 8:40am and 5:00pm.**

The interviews with your child's teachers will be conducted onsite. Currently, it is a requirement for parents attending onsite to be fully vaccinated. Parents who are not fully vaccinated may contact the relevant teachers to negotiate an alternative time to discuss their child's report online or over the phone.

### **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.

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.
7. You may print your booking schedule or email it to yourself.

Interview slots are available on a first-come, first-serve basis. The booking system is now open. Parents are required to complete their bookings by the end of business, Wednesday 29 June.

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 Monday 11 July, 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 the like, relevant parents will be contacted and informed of an alternative meeting time, Insha'Allah.

**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 make an alternative appointment to speak to relevant teachers by contacting the reception who will arrange the meeting for you at your convenience.

**Early Dismissal for Students on Last Day of Term 2**

A courtesy reminder that on Wednesday 22 June which is the last day of Term 2, all students will be dismissed at **1:30pm**, excluding the Year 9 – 12 boys who will be on camp.

The first day of Term 3 Insha'Allah for students is **Wednesday 13 July**.

Thank you.

Kind regards,  
Heads of School