



Darul Ulum College of Victoria

24 May 2022

Assalamu Alaikum Wr. Wb.

Dear Parents / Guardians of VCE Students,

RE: TERM 2 VCE PARENT & TEACHER INTERVIEWS

Please be advised that the school will be conducting parent and teacher interviews for students in **Year 11 and Year 12** only on:

Monday 30 May and Tuesday 31 May between 2:30pm – 5:20pm

The interviews with your child's VCE teachers will be conducted onsite. It is a regulatory 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.

Parent 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 your child who is in Year 11 or Year 12 only.
6. Select your preferred individual timeslots with every teacher based on available slots.
7. You may print your booking schedule or you may email it to yourself.

Interview slots are available on a first-come, first-serve basis. The booking system is now open and will close on **Friday 27 May at 10:00am.**

To accommodate for online bookings with all teachers, a five-minute slot has been allocated to every teacher.

Please be advised that the afterschool VCE tutorials will be cancelled on Monday 20 May and Tuesday 31 May. This is to accommodate for VCE students to accompany their parents for the interviews.

Your VCE child's report will be uploaded to Schoolbox by Friday 27 May, Insha'Allah.

The parent and teacher interviews for remaining year levels will be scheduled at a later date which will be communicated soon, Insha'Allah.

Thank you.

Kind Regards,
Secondary Heads of School