



WINMALEE HIGH SCHOOL

High School Drive Winmalee NSW 2777

T 02 4754 2822 E winmalee-h.school@det.nsw.edu.au

winmalee-h.schools.nsw.gov.au f Winmalee High School - Official

Booking Parent-Teacher Interviews using the Sentral Parent Portal

Dear Parents/Carers

Year 11 and 12 Parent/Teacher interviews will be held on Tuesday, 6 June 2023 from 4.00pm to 7.00pm in the school hall. This year, the online booking system will be through the Sentral Parent Portal.

Bookings will open at 4:00pm on Tuesday, 23 May and must be finalised by 5:00pm on Monday, 5 June 2023, when bookings for this event will close.

Please Note:

1. For students in **shared or combined classes**, please book your meeting with the teacher listed below. (* Indicates that both class teachers will be present on the evening).

Class	Class Teachers	Book Interview with:
11VA1	Ms Candice Roots / Ms Rebecca Hunter	Ms Candice Roots
11BIO2	Mrs Filomena Parbery	Mr Paul DeBono
11ENGS2; 12ENGS2	Mrs Nicole Dalby / Ms Clair Duncan	Mrs Nicole Dalby
11LS2; 12LS1; 12LS2	Mr Ben Chenoweth / Mr Chris Cole	Mr Ben Chenoweth
12VA1; 12VA2	Ms Candice Roots / Ms Erin Douglas*	Ms Candice Roots
12MSTa24	Mr Daniel Bonora / Ms Eliza Howlett*	Mr Daniel Bonora
11SDD1 and 11IPT1	These are combined classes	Mrs Ray Stathakis

2. Interviews are strictly 10 minutes and places are limited. If you require more time, please contact the teacher directly to make alternative arrangements.

To book an interview, please follow the instructions below:

1. If you **haven't** yet registered for access to the Sentral Parent Portal, we encourage you to register and activate your account prior to bookings opening.

An "Access Key" for the parent portal was emailed to families last year. For those families who did not register, a separate email containing your personal "Access Key" and detailed instructions on how to activate and access the Sentral Parent Portal was re-sent to you on Tuesday, 16 May 2023. **Please check your email and look for an email from Sentral, not Winmalee High School.**

OR

2. If you **have** already registered for access to the Sentral Parent Portal:
 - **On a computer**, log in to the Sentral Parent Portal with your username (email address) and password: <https://winmaleehs.sentral.com.au/portal2/#!/login> and follow the computer instructions attached.
 - **Using the Sentral for Parents app on your phone or tablet** log in using your username and password and follow the app instructions attached.



Please Note:

When using either a computer or the app to book an interview, your session will timeout after 10 minutes. This means that if you leave your device for more than 10 minutes, any selected appointments that have not been saved will be released, and other families can book them.

Support Available:

If you require assistance with accessing the Sentral Parent Portal or booking an interview online, contact the school office on **4754 2822** and a staff member will be able to assist you.

Sincerely,

Ms Voula Facas

Principal

19 May 2023