14 February 2012

Dear Parents

Parent/Teacher Interviews
Tuesday 6 March, Wednesday 14 March & Thursday 22 March

Parent/teacher interviews for are scheduled for:

Years 1-12    Tuesday 6 March 3.30pm – 6.00pm open for bookings 20/02/2012 close 02/03/2012
Years 1-12    Wednesday 14 March 3.30pm – 6.00pm open for bookings 27/02/2012 close 09/03/2012
Years 1-12    Thursday 22 March 3.30pm – 7.30pm open for bookings 05/03/2012 close 16/03/2012

All interviews will take place in the Sports Hall.

To book your appointment times with the teachers, please follow the illustrated instructions below:

1. To make a booking for a parent/teacher interview, please login via the College website www.mbbc.qld.edu.au, click on College Lounge and from the drop down menu login to Parent Lounge.
2. The username and password to use for the parent/teacher online booking facility is the one you usually use to login to Parent Lounge. These details can be found on your Statement of Account at the top right-hand side.
   - Username = account number which is a 6 digit code
   - Password = ref: which is a 5 digit code (your bpay reference)
3. Click on Parent teacher Interviews (please note the various opening and closing dates for the online booking facility).

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Years 1-12  Thursday 22 March     3.30pm – 7.30pm    open for bookings 05/03/2012 close 16/03/2012

4. Click on the ‘Book an appointment’ for each teacher you wish to see and then press confirm. There is a print facility at the top right hand side of the screen. You also have the option to change and swap your appointments until the online booking closes.

In order to avoid disappointment on missing your bookings, please login promptly from the opening dates.

Yours sincerely,

Mr Tony Dosen
Director of Teaching and Learning