



24 April 2023

Dear MHS Parent/Carer(s),

YEARS 8, 9 & 10 PARENT/CARER(S) TEACHER INTERVIEWS ONLINE BOOKING INFORMATION ALL APPOINTMENTS MADE THROUGH YOUR MILLENNIUM PARENT PORTAL

The **Years 8, 9 & 10 Parent/Carer(s) Teacher Interviews** will be held on **Wednesday 2 August 2023**. The school uses an online booking system through the Parent Portal in Millennium. Please follow the steps below to ensure you can make your bookings. You will be able to access a list of your son/daughter's subjects and enter your time preferences, pending availability. **The online booking system will be available from Tuesday 18 July to Monday 31 July 2023.** Parent/Carer(s) **Interview times are from 3.30pm until 7.30pm.**

Steps you need to follow to book your interviews:

- Log into the **Millennium Parent Portal** using your unique family password.
<https://www.millenniumschoools.net.au/portal/>
- If you have forgotten your Millennium Parent Portal password, use this URL above and follow the below instructions
 - Click on the **'Forget your Login Details'** icon and your new password will be emailed to you, to the email address you have provided the school.
- Click the link **'Parent Interviews'** located on the left-hand side.
- Click the link **'Book Interviews'** located on the right-hand side in red font.
- Click the **'Interview Time Box'** you require for that class or unclick to disable. If the time slot is unavailable, the time will be shaded out.
- When you have finished with your booking times, **'Print your Interview Schedule'** located on the top left hand side in red font.

If you are **unable to use the online booking system to make your appointments**, please ask your son/daughter to collect a paper-booking sheet from the administration office counter, which will be available from Tuesday 1 August 2023. **Your son/daughter will have two days, Tuesday 1 August to Wednesday 2 August 2023, to make appointments for you with their teachers**, via the paper-booking sheet, with times available.

We would like to encourage all parent/carer(s) to take the time to attend the Parent/Carer(s) Teacher Interviews, as this is an opportunity for parent/carer(s) to discuss their son/daughter's progress, overall results in the classroom and ways for them to improve their grades with their teachers.

Years 8, 9 & 10 Half Yearly Reports will be available for you to download via the Millennium Parent Portal from Friday 28 July 2023. Thank you.

Kind regards

Mrs L. Pares
Deputy Principal