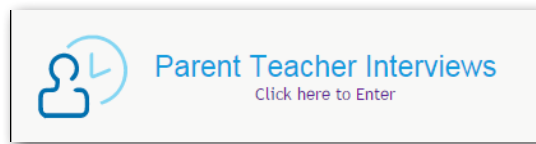


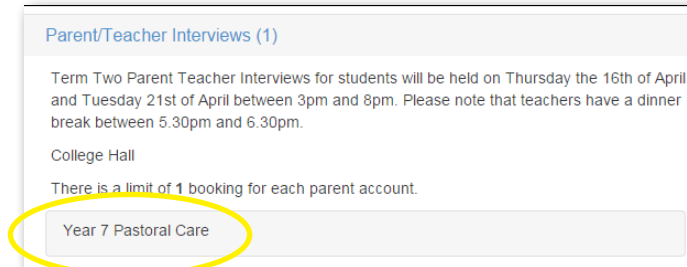
Parent/Teacher/Student Interviews

You will receive information to let you know when the interviews are ready to be booked.

1. Go to PAM and click on 'Parent Teacher Interviews'.

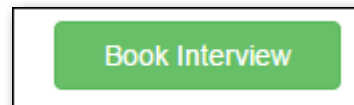
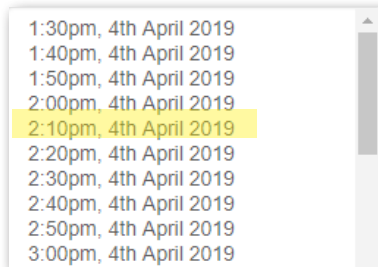


2. Click on 'Pastoral Care'



3. You will now see available sessions for the interview night. Highlight the session you want.

Click 'Book Interview.'

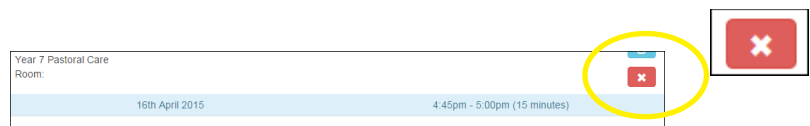


4. An appointment has now been set for your child.


If you have more than one child enrolled at the College, repeat Steps 1 - 4 to book for the next child.

How to cancel an appointment

1. Click on 'x' to cancel your appointment.
2. You can now book another appointment.

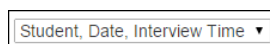


How to print your appointment

1. When you have finished booking, click  to print.



2. Select 'Group Interviews by:'



or



Then click:

Generate Report

3. You can now print or save a copy of your booking.

To Print - right click on the report and select print

To Save - click 'download here' above the displayed report.

