



14 February, 2020

Invitation to Principals and Supervisors

Dear Principal

The Principal and staff of NSW School of Languages take pleasure in inviting you and your NSW School of Languages supervisor(s) to visit our school on

Tuesday, 3 March, 2020
12.00 – 3.30 pm

The purpose of the visit is to enable current and future supervisors to meet the executive and their students' teachers face-to-face, to discuss matters related to the school's online delivery including Millennium (DEMS), Canvas and Moodle, and to take part in a question and answer session.

Please note that we are not funded to offer relief for this visit, however, we hope you will be able to release your supervisor(s) to attend. We expect that the time taken for the visit will be more than compensated for by time saved later in the year as a result of the visit.

The school is accessible from Lewisham station (300 metres to the West Street gate). There is a car park located at the end of West Street and this will be open. Take note of parking signs if parking in the street.

When you arrive at the school please follow the signs to Reception where you will sign in and the meeting will be held in Frances Selby Hall next to Reception.

To allow for organisation and catering for lunch, please make a booking by, **Tuesday, 25 February**, using the online booking system link provided below. Instructions on how to make a booking with the teachers are available on our [school website](#) and attached herein. Your booking confirmation will be emailed to you via the booking system. Please ensure you bring a copy.

To book: <https://www.schoolinterviews.com.au/>.

If we do not hear from you, we will assume that no-one from your school will be attending.

Kind regards

Hilary Hughes
Principal

Supervisors Day Tuesday, 3 March, 2020

Program

| | |
|-----------------|---|
| 12:00 pm | Lunch in Frances Selby Hall with Head Teachers |
| 12:30 pm | Welcome – Hilary Hughes, Principal |
| 12:35 – 1:25 pm | Information Session <ol style="list-style-type: none">1) Belinda Munro-Laylim – Head Teacher Enrolments;<ul style="list-style-type: none">• The Enrolment process2) Teresa Naso – Deputy Principal; Tomoko Takahata – Deputy Principal; Jannan Assaad – Head Teacher E-learning.<ul style="list-style-type: none">• Navigating the NSW School of Languages website• Phone lessons• Access to computers and the Internet• Use of emails• Access to Millennium (DEMS)• Lesson days• Assessment information online• Assessments and examinations• SMS messaging and• Facebook page3) Question time |
| 1:25 – 3:30 pm | Interviews with NSW School of Languages teachers |

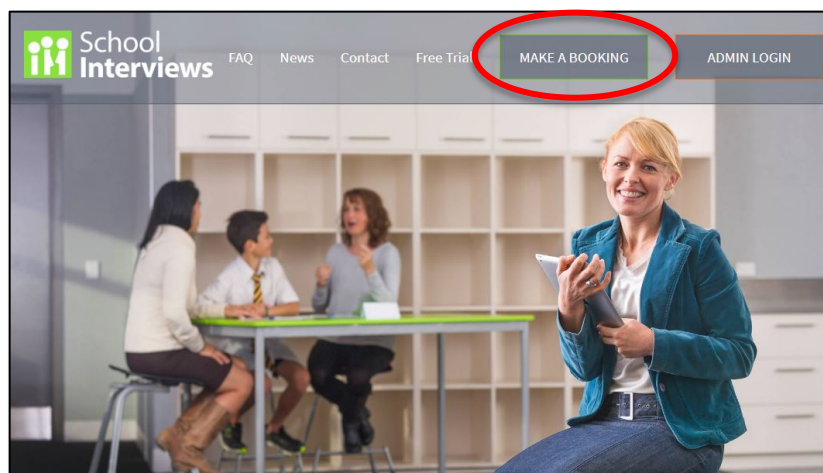
Handouts to Supervisors

- 2020 NSW School of Languages Assessment and Reporting Schedule
- Conduct of NSW School of Languages Examinations at the Home School
- Change of Date or venue of Assessment or Examination
- Supervisors Handbook
- Parent/Carer Handbook
- Stage 5 Assessment Policy

NSW School of Languages Supervisor's Day Bookings 2020

How to book an interview with your students' teachers using our online system

1. Go to this website: <http://www.schoolinterviews.com.au/> and click on the **MAKE A BOOKING** button.



2. Enter the following code in the grey school event box: **n89mm**
3. Click on the green 'Go' button.

To make a booking, please enter the event code:

Your school provides the event code, usually in a link in a newsletter or on their website. If you've already booked, the confirmation email we sent you also contains a link.

4. Type in your details: your email address; your full name; your school name, your contact number and the student(s) name(s).
5. Click on the green 'Go' button.

NSW SCHOOL OF LANGUAGES SUPERVISOR'S DAY 2020

Step 1: Enter your details.

These interviews are for in-person and in-school bookings during the Supervisor's Day only. If you are unable to attend the Supervisor's Day, please email or contact the student's teacher directly for a phone interview on another date.

Telephone NSW School of Languages if you have any other enquiries: (02) 9381 4800.

EMAIL

SUPERVISOR'S FULL NAME

YOUR SCHOOL NAME

CONTACT PHONE NUMBER

STUDENT 1

[+ Add another student](#)

- Choose the language and the name of the teacher from the drop-down menus. If your student studies more than one language at NSW School of Languages, click on the plus sign to add the second language and teacher. Below is an example of a booking for 3 students.
- Click on the green 'Go' button.

NSW SCHOOL OF LANGUAGES SUPERVISOR'S DAY 2020

Step 2: Choose up to 8 teachers for each student.

● Choose the subject in the upper box, then the teacher you want in the lower box.

If the student's teacher is not listed in this system, then that teacher is unavailable for interview bookings. Please email or contact the student's teacher directly for a phone interview on another date.

Telephone NSW School of Languages if you have any other enquiries: (02) 9381 4800.

FOR HARRY

Choose subject...

+ Add another teacher for Harry

FOR RON

Choose subject...

+ Add another teacher for Ron

FOR HERMIONE

Choose subject...

+ Add another teacher for Hermione

GO

- Choose ONE available timeslot for the teacher(s) and check that box.
- Click on the green 'Go' button.

NSW SCHOOL OF LANGUAGES SUPERVISOR'S DAY 2020

Step 3: Choose the time(s) you want.

These interviews are for in-person and in-school bookings only. If you are unable to attend the Supervisor's Day, please email or contact the student's teacher directly for a phone interview on another date.

Telephone NSW School of Languages if you have any other enquiries: (02) 9381 4800.

TUE 3 MAR

| | 1:30 | 1:45 | 2pm | 2:15 | 2:30 | 2:45 | 3pm | 3:15 |
|---------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|
| For Harry | | | | | | | | |
| Jannan Asaad French | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| For Ron | | | | | | | | |
| Katie Zerobos Japanese | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| For Hermione | | | | | | | | |
| Norma Kopti Spanish | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

GO

10. You will now see a booking confirmation screen. Press the green **Finished** button. Check your email account for a confirmation email containing details of your booking.

Your bookings have been confirmed and emailed to you.

NSW SCHOOL OF LANGUAGES SUPERVISOR'S DAY 2020

Your bookings are listed below.

If you are unable to attend NSW School of Languages for a meeting with the teacher(s) you have booked, please ensure you cancel your booking using the instructions provided in your confirmation email or simply by calling us on (02) 9381 4800.

Bookings for Jannan Assaad

Your school name: NSL
Contact Phone Number: 9381 4998

- Tue 3 Mar 1:45pm Jannan Assaad/French for Harry Potter • [Cancel](#)
- Tue 3 Mar 2:30pm Katie Zerefos/Japanese for Ron Weasley • [Cancel](#)
- Tue 3 Mar 3:00pm Norma Kopti/Spanish for Hermione Granger • [Cancel](#)

[Update your details](#) • [Add another student](#) • [Add bookings](#) • [Reschedule bookings](#) • [Print](#)

You should receive an email containing your bookings. If this doesn't arrive, please check your spam folder and that jannan.assaad@det.nsw.edu.au is correct. [Click here to change email and re-send.](#)

You can view, change or cancel your bookings by clicking the link in the email, or by going to www.schoolinterviews.com.au, and entering the event code **n89mm** again.

FINISHED

11. If you need to change or cancel your booking, please follow the instructions provided in the confirmation email. If you are unable to do this via the online system, please phone us on (02) 9381 4800 and we will be happy to cancel it for you.
12. Bookings close **Tuesday 25 February 2020.**