



# CENTENARY STATE HIGH SCHOOL



## Parent Teacher Interviews



# Welcome to our Parent Teacher Interviews

Centenary SHS is conducting Parent Teacher Interviews on:

**Thursday May 7<sup>th</sup>, 2026 (1:00pm – 7:30pm)**

For these interviews, we are utilising an internet-based booking system called *Booked*.

Due to security and privacy requirements of Education Queensland, we are not permitted to load parent/carer and student names into *Booked* without first obtaining individual consent from parents/carers.

Consent must be obtained for each parent/carer’s own information and their student’s information to be stored and used in *Booked* for bookings. *Booked* allows this consent to be obtained as a part of the login process.

If you have any questions or concerns about security or privacy of information stored in *Booked*, please visit: <https://educonnex.education/privacy-policy/>.

## How to login to *Booked*

Please access the system via either of the following methods:

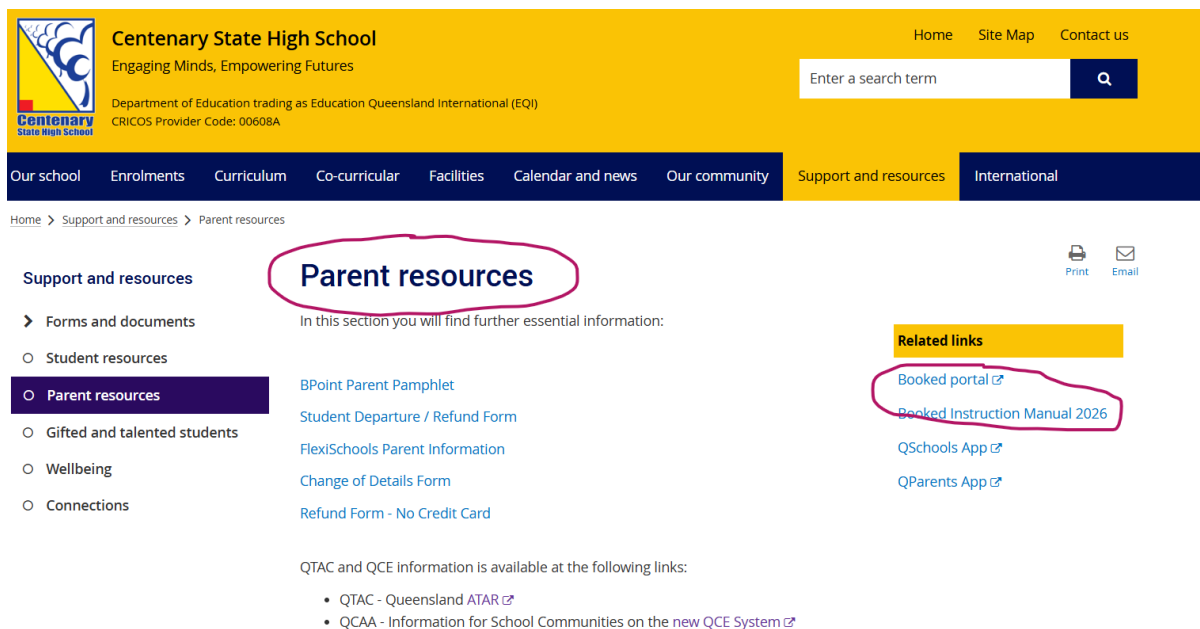
1. Simply click on the below link and follow prompts:

<https://bookings.parentteacheronline.com.au/Logon2.aspx?school=12991>

or

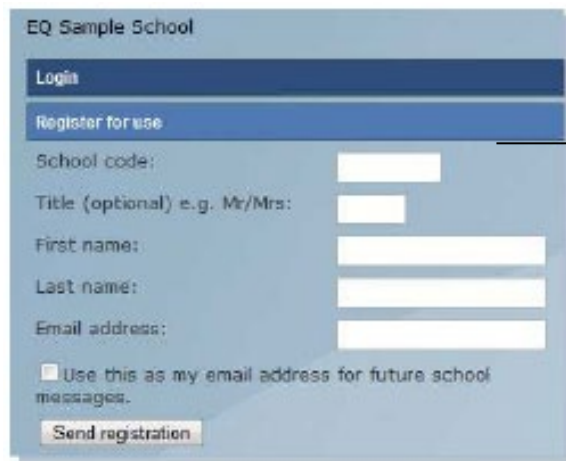
2. Go to the school’s website home page <http://centenaryshs.eq.edu.au/>

Find the ‘Support and Resources’ tab at the top of the page and then click on ‘Parent resources’. On this page, you will find a link to the *Booked* portal on the right-hand side.



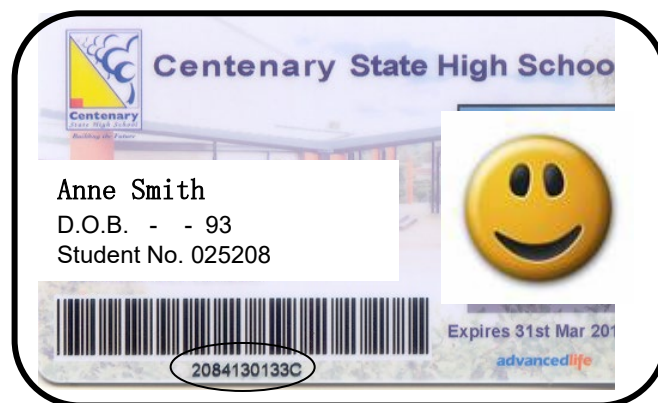
## Register for use

Click “Register for use” and enter the security code CENT01 (CENT in capitals and then the numbers 01), your name and email address, then click “Send Registration”. By doing so you are consenting to your information being stored in *Booked* and being used for the purpose of interview bookings.



**CENT01**

- An email containing your login PIN will be sent to the email address you provided. You may need to check your junk mail folder as genuine email messages can sometimes be incorrectly classified as junk mail.
- If you don't have an email address, contact the school between 8:00am and 3:00pm Wednesday April 29<sup>th</sup>, 2026 – Friday May 1<sup>st</sup>, 2026 by phoning (07) 3373 4555 so that we can enter your details for you.
- After you have received an email with your login details, click "Login" on the *Booked* login screen and enter your surname and PIN as shown in the email.
- Enter the 11-digit Centenary SHS student EQ ID of the student(s) for whom you wish to book interviews. You can enter more than one EQ ID if you have multiple students at the school. The student EQ IDs for each student are recorded on the student ID card but can also be found in QParents (student timetable).




- The student's ID card ↗

The classes of each student can be listed to check that you have entered the ID correctly, and to help distinguish between siblings etc.

***Centenary SHS requires that you then enter the first and last name of the students for the IDs entered.***

By doing so, you are consenting to the student(s)' name(s) being stored and used in *Booked* for interview bookings. By entering the names, it will help teachers to know who they are seeing/discussing for each interview. If the student name is not provided, the student will appear as a number (e.g. Student ID 123456) on both the parent and teacher screens/reports.

- After you have entered your student ID(s) and name(s), proceed to make bookings as instructed on the screen.
- You will only see time slots which are *available* at the time you are using the system. As time slots are booked for teachers, those timeslots are no longer displayed as available. *Booked* prevents double-booking of teachers or parents/carers.

- When you have made all the bookings you require, you can print a *report* of your bookings in time order.
- If you see this symbol  displayed alongside the class name, it means this teacher recommends that you book an interview.
- Other parents/carers may be making bookings at the same time that you are using the system. It is possible, though unlikely, that a timeslot is displayed to you as available, but is then booked by another parent/carer shortly afterwards. If you then attempt to book this timeslot it will not be available and a message will be displayed to indicate this.

**Where do I go for the Parent Teacher Interviews?**

A map of the school grounds with the location of the Parent Teacher Interviews is available online at *Booked*, attached to the original email sent by Centenary SHS and below. Interviews will be held in our Sports and Recreation Centre (SRC).



### **Interview dates and times**

Interviews will be conducted for Years 7 to 12 on the following day:

**Thursday May 7<sup>th</sup>, 2026 (1:00pm – 7:30pm)**

To ensure fairness for all parents/carers to gain access to all of our teachers, each family will be allocated 1 x 10-minute interview per student per teacher.

### **When can I make bookings?**

*Booked* bookings will be activated for parent/carer use: **9:00am Tuesday April 28<sup>th</sup>, 2026** and will close: **9:00am Tuesday May 5<sup>th</sup>, 2026**.

### **Parents/carers without email access**

If you don't have an email address, contact the school between 8:00am and 3:00pm Wednesday April 29<sup>th</sup>, 2026 – Friday May 1<sup>st</sup>, 2026 by phoning (07) 3373 4555 so that we can enter your details for you.

### **Difficulties utilising the *Booked* system**

If you encounter any problems using *Booked*, please notify the school office on (07) 3373 4555 or you can email [admin@centenaryshs.eq.edu.au](mailto:admin@centenaryshs.eq.edu.au).

### **REMINDER: What do I need?**

- You must enter the school's security code before you can register.
- You will need to have the 11-digit Centenary SHS student EQ ID number(s) of your student(s).
- Access is only when *Booked* parent/carer access is open.
- You will need your pin/password as sent via email.