Booking Parent Teacher Interviews

1. Login to the St Bernard’s College Community Portal at https://syncp.sbc.vic.edu.au/
   You will be required to enter your Username and Password.

2. When you have successfully logged in, click on the Interviews tab.

3. If your son is eligible for the current round of interviews you will see a timetable listing his classes/teachers and available interview slots. Note that Interview times are divided into three sessions, an Afternoon Session (2:00pm – 5:30pm), an Evening Session (6:30pm – 8:00pm) and an Afternoon/Evening Session (3:30pm – 6:00pm) at seven (7) minute intervals.

If you have multiple children, please be sure to select the correct student’s name from the list on the right of the page.

4. To book an interview with a particular teacher, click on a suitable available timeslot. Note that staff may indicate that an Interview is required as shown above.
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5. After selecting and available timeslot, confirm your booking by clicking Yes.

6. The new interview booking appears in the Booking timetable.

7. If you need to cancel a booking click cancel and confirm.

8. To view a printable list of interviews click

This will display a list of scheduled interviews for each subject.
Note the room number if specified.