



Skool Loop | Appointment Booking Instructions

If you would like to book a course confirmation time with a staff member then please use the following instructions. Students and families are welcome to turn up during these times without a booking but families who book will get preference.

To book your interview you will need to download the Skool Loop App from the Play Store or App Store, then follow the instructions below:

1. Once installed on your phone select the interviews icon on the screen.
2. On the next page, select the relevant staff member you wish to meet for course confirmations. Options are Carolyn Miles, Debbie Fern, Hugo Bower, Kai Elgar, Kris Campbell, Pauline Hurley and Susan Hopkins.
3. You will now see the date(s) that they are available to meet. Choose the date that suits and the click "Select Date" button. You will now be able to select an appropriate time that the teacher selected has available and then click "Select time"
4. You will be asked to enter your child's details along with your own and then sign to confirm this information. You will then have the opportunity to "Book Interview".

A copy of your interview and appointment time will be e-mailed to the address you entered.

If you are unable to make an appointment or you have any questions, please email on enquiries@hawerahs.school.nz and we will be able to assist you with making a booking.