PARENT TEACHER INTERVIEWS

Dear Parents/Caregivers,

The school will be holding Parent Teacher Interviews on Tuesday 31st March from 3.40pm. You are encouraged to attend interviews to discuss your child’s / children’s progress or if you have concerns about their learning. You will note we are using the same process to book these interviews as we used last year. Some staff have specifically requested interviews for particular students and if this is the case, it will be indicated later in this letter and we would appreciate your attendance at an interview. If an interview has not been requested, please feel free to tick the relevant boxes to indicate which teachers you would like to see. If this date is not suitable to you, please contact the relevant teacher so that alternative arrangements can be made.

Interviews will run for 10 minutes. If you believe this time will be insufficient, you may wish to consider arranging another interview on another day or asking for a longer interview time. A timetable of interview times will be placed in the foyer of the Front Office on the afternoon of the interviews. To help us keep to time, please be aware of the sirens which will be rung at the end of each interview. You may also knock at your allotted time (just a gentle reminder), to let us know your meeting is due. Students are welcome to accompany you to the interview; although a teacher may have specifically requested that a student be present at an interview.

In completing the accompanying form we request that:
a) a form be filled out for each child in the family
b) all forms be returned to the school, regardless of whether you intend to come on the day so that we know you have received the note
c) the forms MUST BE returned to the front office by Wednesday 25th March to allow time for allocation of appointments and their subsequent return to you. An early return of the form will ensure close grouping of your interview times. Interviews will be arranged on a “first in” basis, so it is vital that you return the form asap.

The preferred time slot section is for your convenience and is to be filled in only if you have a particular preference on the day. You will be notified of your appointment time/s asap.

Personal interviews regarding your child’s progress can be arranged at any time throughout the year. We encourage teachers and parents/caregivers to use these opportunities to develop positive communication.

We are trialling a new process where written reports will not be sent home in Terms 1 and 3 but interviews will be held in those terms instead.

Thank you.

Lesley Murray,
Principal
PLEASE RETURN NO LATER THAN WEDNESDAY 25th March

Student Name: ____________________________  Year Level: _______

☐ An interview has been requested by the following teacher/s for the above student

<table>
<thead>
<tr>
<th>Name of Teacher</th>
<th>Subject</th>
<th>Student requested at the Interview Y/N</th>
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☐ I do not wish to make a Parent/Teacher interview time

☐ I wish to make an interview with the following teacher/s (please tick box/es)

Troy Stone ☐  James Pedler ☐
Sharon Cregan ☐  Phil Roberts ☐
Adam Dean   ☐  Derek Smith   ☐
Tiffany Leng ☐  Angela Thorley ☐
Jenni Lutze ☐  Bec Shaw ☐
Christine Harvey ☐  David Sonntag ☐
Margret Elvey ☐  Heather Mattner ☐
Lesley Murray ☐  Kym Markwick ☐

I………………………………… would prefer the following time. If a number of times suit you please tick more than one box.

<table>
<thead>
<tr>
<th>Time</th>
<th>X</th>
<th>Time</th>
<th>X</th>
<th>Time</th>
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<tbody>
<tr>
<td>3.30 – 4.30pm</td>
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<td>4.30 – 5.30pm</td>
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<td>5.30 – 6.30pm</td>
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<td>6.30 – 7.30pm</td>
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Signature…………………………………………………………………………………………