Dear Parents,

Once again, as per our newsletter Term Calendar, we will be holding Term 1 Parent – Teacher Interviews. End of term interviews for classes will take place on Monday 23rd & Tuesday 24th March 2015 (Week 9). The interviews generally, are approximately ten minutes duration and for students in SCU approximately 30mins. **This is our specific designated formal interview time.** Please note we are providing an extra afternoon in 2015 for meetings to occur.

All Parents are invited to attend in order to discuss the development of your child in this first part of the year. This is an important time for our school as it is an opportunity for you to meet your child’s teacher, especially if you haven’t already, and to discuss how your child has started the 2015 year. It is very important to address any concerns now with learning and/or behaviour to ensure early intervention for your child and so we can provide for your child any additional support if required, including counsellor referral. The sharing of knowledge about your child with their teacher is vital to ensure the successful learning outcomes for them.

If the time that has been allocated for your interview is unsuitable please contact your child’s class teacher in order to arrange a mutually convenient time. Some times as you would be aware are very popular. (A phone interview may also be possible.) Some staff may also use their Release from Face to Face time (RFF). If you are late or unable to attend **due to an emergency** can you please ring the office on **4677 1497** as soon as possible so we can inform the class teacher immediately ie. prior to the date or on the evening. Otherwise teachers will be waiting for you. Teachers must also adhere to their scheduled times in fairness to all concerned. If you believe you will need additional time please make contact with the teacher to organize an alternate or additional time for discussion.

We continue to have a very positive and settled start to our year in 2015. Students are to be commended on their focused learning. Please return the class slip below to your child’s teacher as soon as possible or by **Monday 16th March** at the latest so confirmation of times can be distributed and teachers can ensure final organisation. Thank you also to Parents who have already met with teachers this year. **Please remember we encourage contact not just at formal interview times but throughout the year to discuss concerns at any time.** I would like to once again emphasise this policy. The first contact is the Class Teacher, next the Team Leader or if needed contact with myself as Principal.

We look forward to an excellent afternoon/evening with Parents to ensure the best possible learning outcomes for your child in 2015.

Yours sincerely,

Lyn Fraser
Principal
Parent/Teacher Interview:

Monday 23rd & Tuesday 24th March 2015 (Week 9)

Student Name: ____________________________ Class: _________
Parent Name: ______________________________ Contact No: _________________________________

Please return this slip to your child’s class teacher as soon as possible or by Monday 16th March at the latest in order that your interview time can be organised and confirmed. Interviews are in teachers classrooms unless otherwise indicated.

Parent Teacher Interview Schedule

The times most convenient for me are (indicate by numbering 1, 2 and 3- 1 is priority)

Monday □ 3.30- 4.00 □ 5.30-6.00 □ 3.30- 4.00
□ 4.00- 4.30 □ 5.00- 5.30 □ 6.00-6.30
□ 4.30- 5.00 □ 6.30-7.00 □ 4.00- 4.30
□ 5.00- 5.30 □ 7.00-7.30

Where possible we will endeavour to give you your first preference but please note that this will not always be possible.

Please note below siblings in other classes so teachers can liaise for consistent times as best as possible.

Name:___________________________________ Class:______________
Name:___________________________________ Class:______________
Name:___________________________________ Class:______________