



Friday 4 March 2016

2016 Parent/Teacher Interviews

Dear Parents and Carers,

As part of our process of reporting to parents, we conduct three-way parent/teacher/student interviews for each enrolled student in Years 1-6 and two-way Parent/Teacher interviews for Kindergarten, at the end of Term One each year.

Interviews will be scheduled at 15 minute intervals on the following days:

- **6B** interviews will be held on Monday 21 March;
- **2/3C** on Tuesday 22 March;
- **K/1T** on Wednesday 23 March and
- **4/5G** on Thursday 24 March.

Please indicate (in order of preference, numbered 1, 2, 3) three timeslots that would be convenient for you. When all forms have been received, we will confirm your allocated interview time. **Please note that we will endeavour to accommodate your preferred interview time, however, time slots will be allocated as requests are received.** If you are not able to make your allocated time, please make an alternate appointment with your child's teacher at another time more convenient to you.

If you have any questions about the parent/teacher interviews, please do not hesitate to contact the school office or your child's teacher.

Regards,

Mr Mark Davies
Principal

PLEASE RETURN TO YOUR CHILD'S CLASS TEACHER

I would like to arrange a Parent / Teacher interview as indicated below.

Child's Name: _____

Time: (indicate 3 times in order of preference, numbered 1, 2, 3)

9:00 _____	9:15 _____	9:30 _____	9:45 _____
10:00 _____	10:15 _____	10:45 _____	
3:15 _____	3:30 _____	3:45 _____	4:00 _____
4:15 _____	4:30 _____	4:45 _____	5:00 _____
5.15 _____	5.30 _____	5.45 _____	

Signed: _____ Print Name _____