Dear Parents,

As per last year’s arrangements, the parent / teacher interviews planned for **Monday March 30th** will commence at 11.00am until 8.30pm. Parents are asked to nominate their preferred times below, and return the tear off slip to school **no later than Friday March 13th**.

Parents who do not indicate a preference by this date, will be allocated a time. Allocation of interview times will be made in the order that your preferences have been returned to school (ie: first in, first allocated).

Parents who for some reason are not able to be available to meet with their child’s teacher on the interview day, are requested to arrange a mutually suitable alternative time with the classroom teacher.

One of the perennial issues with parent interview day is that of interviews running over-time. To help alleviate this problem, the electronic school bells will ring every 15 minutes to remind teachers and parents that the interview needs to end. Should the teacher or parent require more time to discuss a child’s progress, another interview, for a later date, needs to be arranged.

Regards,

Terry Sawade
(Principal)

Name: _________________________________________

Preference for our Parent/Teacher interview time would be between:

- [ ] 11:00am - 1:00 pm
- [ ] 1:45 pm – 4:00 pm
- [ ] 4:30 pm – 6:30 pm
- [ ] 7:00 pm – 8:30 pm

*Please nominate a first and second preference.*