Parent Teacher Interview Program
Officer Primary School

Monday 6th February, 2017

Dear Parents,

Communication between home and school is an important part of our overall strategy to support the learning progress and wellbeing of all students. In getting to know their students well, teachers appreciate the opportunity to meet with their families during term 1 so that important information can be shared and planning can occur to best meet the needs of each student.

It is our aim to meet with every family during term 1. For some families this opportunity will occur during the Student Support Group Meetings scheduled during Week 3. For Prep families, parents will have the opportunity to exchange information at the time of the child's assessment appointment.

For all other families we encourage parents to take the opportunity to schedule an interview time with their child's class teacher on one of the following evenings:

Monday 20th February
Tuesday 21st February

Please indicate your preferred times for an interview on the attached form and return it to the school by Friday 10th February. You will be informed by return slip of your interview time. Each interview is scheduled for 10 minutes as closely to your requested time block as possible. Please appreciate the challenges in accommodating all requests and contact the school if you are unable to make your given appointment.

It is vital that you return this slip to the school by the due date as teachers will be meeting to schedule appointments early next week. Families will be notified of their appointment time via a note sent home with the students. If you do not receive an appointment note please contact the school office or class teacher for confirmation of your allocated time.

Lynne Brenner

Principal
Parent Teacher Interview Program Officer Primary School

Reply slip:

Family Name:__________________________________________________________

Student 1 __________________________ Teacher __________________________

Student 2 __________________________ Teacher __________________________

Student 3 __________________________ Teacher __________________________

Student 4 __________________________ Teacher __________________________

I, _________________________________________________________________request interview times for the above students with the teachers indicated, during the following session of interviews. (please circle your preferences)

Please circle a time slot below.

Monday 20th February, 2017

3:30 – 5:30pm       6:00 – 8:00pm

Tuesday 21st February, 2017

3:30 – 5:30pm