Dear Parents and Carers

Parent-Teacher interviews will be held in the last week of term. Interviews for the classes will be as follows:

- **MONDAY 8 April**: 1C, 1G, 1M, 2C, 2J, 2L, 2M
- **TUESDAY 9 April**: KC, KD, KM
- **WEDNESDAY 10 April**: 5H, 5L, 5SB, 6F, 6M, 6R
- **THURSDAY 11 April**: 3D, 3S, 3/4K, 4C, 4M

Interviews will be held between 1.30 p.m. and 6.30 p.m. Because of time constraints, interviews will be **limited to ten minutes**. If there are in-depth issues requiring longer discussion, please feel free to make an appointment with your child’s teacher at another mutually convenient time. To be fair to all, it is important that we keep to time. If your child’s teacher believes that a longer interview is necessary, a separate letter will be sent home offering a different day and time from the above. In that instance, parents and carers would not need to return the form below.

**Please indicate on the slip below three broad preferences for interview times, and return to your child’s teacher by MONDAY 25 MARCH.** Your child’s teacher will endeavour to accommodate your wishes. Teachers will then send home a note with your specific appointment time listed.

We look forward to meeting with you and discussing your child’s adjustment and progress in this first term, and setting goals for the rest of the year.

Mrs Anne Hewson  
Principal  
21 March 2013

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Please complete and return to your child’s teacher

**Parent-Teacher Interview Request Form**

Child’s Name: ___________________________  Class: ________

Person Requesting Interview: ___________________________  
(Please Print)

Relationship to Child: ___________________________

Preferred Interview Time/s:  
(Please number preferences in order 1-3)

- [ ] 1.30-2.30 p.m.  
- [ ] 2.30-3.30 p.m.  
- [ ] 3.30-4.30 p.m.  
- [ ] 4.30-5.30p.m.  
- [ ] 5.30-6.30 p.m.