Dear Parents and Carers

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

TUESDAY 27 March  K/1J, 1C, 1G, 2C, 2M
WEDNESDAY 28 March  5L, 5S, 5/6G, 6M, 6R
THURSDAY 29 March  2/3S, 3D, 3K, 4C, 4M, 4SB
WEDNESDAY 4 April  KC, KD, KM, 1F, 1M

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.

Please indicate on the slip below three broad preferences for interview times, and return to your child’s teacher by **MONDAY 19 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
13 March 2012

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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.

- [ ] 4.30-5.30 p.m.  
- [ ] 5.30-6.30 p.m.