



27 June 2019

Dear Parents and Caregivers,

Parent / Teacher Interviews Term 3 2019

As a part of our reporting and assessment cycle we will be conducting Parent/Teacher Interviews for all classes during Term 3 Week 2. Interviews will be timetabled in 10 minute blocks. If there are issues requiring further discussion then a second appointment can be organised.

Please note these interviews are optional. If you feel you have received enough information about your child's progress, you do not need to attend an interview.

This year all parent interviews will be held on the one day, **Monday 29 July 2019**. If you are unable to make this date please contact your child's teacher to arrange an alternate and mutually convenient time.

Please complete and return the note to your child's class teacher.

Jodie Corrigan
Principal

Parent / Teacher Interviews Term 3 2019

Student's Name: _____ **Class:** _____

Please indicate your first **three** preferences by numbering 1 – 3 next to the appropriate times. All effort will be made to ensure you receive an interview time in one of your preferred time choices. Please note: all interviews are to run for **10 minutes only** and if you are running late for any reason your interview may have to be rescheduled.

Monday 29 July 2019			
Time	Preference	Time	Preference
3.30		5.00	
3.40		5.10	
3.50		5.20	
4.00		5.30	
4.10		5.40	
4.20		5.50	
4.30		6.00	
4.40		6.10	
4.50		6.20	

Parent/Caregiver's Name: _____

Contact Number: _____