



Parent Teacher Interviews Term Three 2017

23 June 2017

Dear Parents and Carers,

Below is a framework of times available for Parent Teacher Interviews to be held next term on **Monday 24 July** and **Tuesday 25 July**. Parent Teacher Interviews are an opportunity for you to speak with class teacher/s about your child's progress at school, and you are strongly encouraged to attend. Our interviews are held in the school hall and are 10 minutes in duration. A child-minding service by St Matthew's staff is available in our Library during your interview.

You are asked to select 3 different time blocks for the interviews from the table below, numbering your preferences 1, 2 and 3. Specific requests for times cannot be accommodated, as many families prefer the first and last timeslots in the interview schedule. I will ensure families with two or more children at St Matthew's have interview times which are close together. As with any specialist appointment, parents/carers may need to rearrange work schedules to attend the interview. Please complete one form for your family and return it to school by Friday 30 June. Families whose forms are returned after this date will have to accept the remaining available time slots. You will be notified of your interview time in the first week of Term 3.

Please note, only one 10 minute interview time is available for each child. We are not able to organise two timeslots for separated families, as this does not allow a teacher to present important information about the student in a fair, consistent and transparent manner. I ask parents in this situation to either attend the interview together or, where this is not possible, to alternate attendance at interviews.

Kindest regards,

Brenda Foley
Principal



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Please return this form to school by Friday 30 June 2017.

1. Child's name _____ Year _____ Blue / Maroon (*please circle*)
2. Child's name _____ Year _____ Blue / Maroon (*please circle*)
3. Child's name _____ Year _____ Blue / Maroon (*please circle*)
4. Child's name _____ Year _____ Blue / Maroon (*please circle*)

Please choose three general time slots indicating your preference with a **1, 2** and **3**.
Specific requests for a certain time (e.g. 5.10 pm) cannot be accommodated.

I am happy with any day and time.

	Monday 24 July 2017	Tuesday 25 July 2017
3.10 – 4.00 pm		
4.00 – 4.50 pm		
4.50 – 5.30 pm		