



2016 Term 3 3 Way Conferences

3 Way Conferences will be held on **Thursday 28 July from 10:00am to 7:30pm**. Students are only required to attend for their interview on this day. 3 Way Conference meetings for students in 1/2W took place at the end of Term 2. There will be no classes for 1/2W students on this day.

The 3 Way Conferences include parents/carers, teacher and the student. This approach is used consistently throughout the whole school and provides a forum for teachers, students and parents to acknowledge student progress and achievement. The 3 Way Conference allows for shared responsibility of student learning, assessment and reporting while strengthening communication channels with parents about student's learning and progress. It critically involves students in self-assessment and allows them to take responsibility for their own learning as they work toward and achieve curriculum outcomes.

During the conference the teachers and students will discuss the student's work and work habits. Throughout semester one the students have been compiling a portfolio of work samples. Elements of the portfolio will be presented during the meeting. There will be ample opportunity for parents/carers, teacher and students to comment on any issues or concerns from semester one.

We believe that it is beneficial to all parties concerned in the education of your child(ren) if the student is present at the conference. We have discussed this meeting format with all the students and they understand the importance of their presence at the conference. If the teacher, or parent, wishes to discuss an issue without the student being present then we will ask the child to leave the conference for a few minutes.

15 minutes will be allocated to each meeting for the purpose of exchanging information. It is not possible to spend more than 15 minutes with any family, so we ask if further time is required an appointment be made for a later time and date. Thank you for your cooperation in this matter.

Bookings can be made through our **online booking system** which will streamline the process for both families and the school. You will be able to make your own booking online, choosing the specific time/s that suit you best. A range of options for booking your conference are described on back of this letter. **Bookings open on Monday 18 July at 6:00pm**. If you are in need of an interpreter please ring the office as soon as possible on 9457 2592.

Sincerely,

Heather McIntosh
Principal

Jeff Jackson
Assistant Principal

Making a Booking for 3 Way Conferences

Option 1: Online Booking or

Online bookings will be open from Monday 18 July at 6:00pm and close on Sunday 24 July at midnight. The system is a first in-first served process so if you book early you will have lots of choice for your interview time.

To book online you will need to go to **www.schoolinterviews.com.au**. Then follow the instructions on the screen. A hyperlink is included on our tiqbiz app and school website.

Please be aware that you will need an email address to complete your booking. You can book for all your children at once. The booking system will allow you to book a time with your classroom teacher/s and also with specialists if you require (see below).

You can change or delete your booking at any time up Sunday 24 July 9:00am. You will be notified of your appointment time by email and can print your appointment slip.

Book School Interviews Online

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GITC Q-5122

Parents... Now you can book school interviews for the times that suit you. Simply enter the event code and press "Go". You will be guided through three simple steps, and a few moments later you will get an email confirming your interviews. School Interviews works for both primary and secondary schools. If you have children at another school that doesn't use our service, let them know what they are missing!

Schools... School Interviews makes organising parent evenings easy. You can set up an interview evening in minutes, and enter phone bookings in seconds. Our system is simple and efficient, and our friendly support people are happy to help if you have any questions. And it's not just parent-teacher interviews. Bookings for subject selection, school fete volunteers, uniform fittings or information evening RSVPs are just as easy to set up - at no additional cost. Find out more.

- How School Interviews works
- Why your school should use it
- What it costs

Sounds interesting? Then sign up for a free trial and see exactly how School Interviews will revolutionise bookings at your school.

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Enter the unique code for our school **4q35q**

Option 2: Booking Online at the Office using a Kiosk or

If you would like support in making your Conference booking online, please feel free to drop into the office and use the computer tablet that has been made available for this purpose. Online bookings will be open from Monday 18 July at 6:00pm and close on Sunday 24 July. The system is a first in-first served process so if you book early you will have lots of choice for your interview time. Office staff will be happy to help you navigate through the website and to book a time of your choice.

Option 3: Booking Online by Phone or

Please feel free to call the office and request a booking time. Office Staff are more than happy to complete the online booking while you are on the phone. Online bookings over the phone will be available from Tuesday 19 July and close on Friday 22 July. The system is a first in-first served process so if you book early you will have lots of choice for your interview time.