



Parent Teacher Interviews Tuesday 14th February 2017

On Tuesday 14th February parents are invited to participate in Parent Teacher Interviews from 8.30am to 11:00am and from 4:00pm-7:30pm (times may vary slightly for individual teachers and so specific times for each teacher are available online). Students are expected to attend school for the whole day.

As these meetings are held in Week 3 of first term it is impractical to give a detailed report about student progress. This will happen during the mid-year Parent Teacher Interviews. If there are any concerns in the meantime, teachers or parents can arrange a meeting.

Teachers already have an insight into each child in their classroom but would like to find out as much as they possibly can. These meetings are an opportunity for teachers to learn about a range of issues that may include a student's strengths and challenges, how they might be settling into 2017, medical or personal concerns, outside interests, parental expectations, and/or parental availability for volunteering in classrooms.

Bookings are made online which streamlines the process for both families and the school. You will need to make your own booking online, choosing the specific time/s that suit you best. The process for booking your interview is described on the back of this letter. **Please contact the office to book an interpreter by 10:00am on Monday 6th February.**

Ten minutes will be allocated to each meeting for the purpose of exchanging information. It is not possible to spend more than this time with any family, so we ask, if further time is required, an appointment be made for a later time and date. Attached to this note is a Parent Teacher Interview Survey that will help both parents and teachers prepare. Please ensure it is returned to the classroom teacher by Friday 10th February.

Online bookings open on Monday 6th February at 6:00pm and close at midnight on Sunday 12th February.

Thank you for your cooperation in this matter.

Heather McIntosh
Principal

Jeff Jackson
Assistant Principal

Making a Booking for a Parent Teacher Interview

Option 1: Online Booking or

Online bookings are open on Monday 6th February at 6:00pm and close on Sunday 12th February 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.

Please be aware that you will need an email address to complete your booking. To ensure enough time is allocated to move from one location to another appointments cannot be made back-to-back.

You can change or delete your booking at any time up to midnight on Sunday 12th February. You will be notified of your appointment time by email and can print your appointment slip.

Book School Interviews Online

2,500 SCHOOLS 1.2M PARENTS

Parents...
Event code [] Go

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.

"The whole process went so smoothly. It saved us hours of work and mountains of angst! Teachers and parents gave very positive feedback about using the system. All this for..."

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Enter the unique code for our school
nkb9t

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

If you would like support in making your interview 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 are open from Monday 6th February at 6:00pm and close on Sunday 12th February 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. 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

If you are unable to make your own booking please feel free to call the office and request a booking time from Tuesday 7th February to Friday 10th February. Office staff are more than happy to complete the online booking while you are on the phone. The system is a first in–first served process so if you book early you will have lots of choice for your interview time.



2017
Parent Teacher Interviews
Parent Survey

Student
Name

Class

These questions will help teachers and parents prepare for Parent Teacher Interviews scheduled for Tuesday 14th February. **Please return to the completed survey to the classroom teacher by Friday 10th February.**

How would you describe your child?

How do you feel your child is settling into her/his new class?

What is your child passionate about?

What challenges your child or is difficult for them?

My child learns best when ...

Are there any medical concerns of which we need to be aware? (eg. allergies, asthma, etc)

Are there family routines or relationships that the teacher needs to be aware of? (eg. pickups, family structures, etc)

Is there anything else you would like to share that will help make 2017 a successful year for your child?