Dear Parents and Caregivers,

Our first Parent/Teacher Meetings for 2015 will be held on Wednesday 25th February. This will provide an opportunity for parents to meet with their child’s new class teacher to share information about their child and discuss any relevant issues. Information about class programs, organisation and learning goals will also be provided to parents at this meeting. Meetings are scheduled to begin at 2:00pm and conclude at 7:30pm. Normal classes will operate during the morning until lunch time and then children will be supervised in the afternoon by specialist teaching staff who are not involved in meetings.

It is important that meetings are kept to 10 minutes so that all parents can be seen on this day. If further discussions are needed, future times can be arranged. Teachers will endeavour to schedule meetings for siblings with a 10 minute gap to allow parents to move between rooms without losing valuable meeting time. Your prompt return of reply slips will be greatly appreciated.

Please return the form below with preferred meeting times by Friday 13th February.

Parent Teacher Meetings  Wednesday 25th February

Student Name:……………………………………………….       Class: …………………………….

I would like to make an appointment for a meeting with my child’s class teacher.

Brothers/sisters are in the following grades:       ………………………………………

…………………..……………………………………………….       ………………………………………

Please indicate preferred times by placing the numbers 1, 2 & 3 in the appropriate boxes.

☐ 2:00 – 4:00pm
☐ 4:00 – 5:30pm
☐ 6:00 – 7:30pm
☐ I would like an interpreter present at the meeting. Language spoken: ____________________

Parent/Caregiver Name: ………………………………………………….

Signature: …………………………………………………………………