

Dear Parents and Caregivers

On behalf of staff I welcome you to our Parent and Teacher meetings for 2019.

These important sharing times will be held on Thursday 4<sup>th</sup> April (3.30-6.00pm), Monday 8<sup>th</sup> April (3.30-5.30pm) and Wednesday 10<sup>th</sup> April (3.30-5.00pm).

Please note that school will be dismissed at 3.00pm on all of these days. Collection of children at this time will be greatly appreciated. Remaining children will be supervised as usual.

Staff value the opportunity to meet with each student's family and I encourage all parents to attend. Please note that each meeting is of 10 minutes duration and this time limit must be strictly adhered to. If a further interview time is required, please arrange a mutually suitable appointment time with the teacher outside of the scheduled parent and teacher meetings. This is an option available to parents throughout the year.

After one term of school, students and teachers have settled in with each other and it is timely for parents and teachers to exchange information, to be clear of future goals and the ways to work together so that the last three terms of the year can be of maximum benefit for the students.

At the meeting, teachers will summarise your child's progress made during Term 1. They will have a focus on the areas of English, Mathematics, work habits and social skills. If any major concerns are emerging, these will be raised with you before the scheduled meetings.

Please note that this year parents can make bookings to meet with specialist teachers – P.E., German, Music and Learning Support. Their availability may vary on some nights depending on demand.

I encourage parents to give prior thought to any matters which they might wish to raise with teachers. These could be in regard to procedures in the classroom, progress with learning or social development and family or personal matters which could affect your child's learning and time at school. It is important that a two way process takes place for maximum benefit.

We provide an online system for the booking and coordination of meeting times. Instructions to make your booking are attached to this letter. If at any time you have questions or issues with the online system, please phone Leanne Llewellyn in the school office.

Please note, when booking meeting times for more than one student, your times will automatically leave a 10 minute break between meetings to allow you to move from one classroom to the next. This is important to ensure teachers are able to keep to schedule.

If you would also like to see a specialist teacher, please contact Leanne Llewellyn in the school office.

Yours sincerely



**James Heyne**  
Deputy Principal

15<sup>th</sup> March 2019