Dear Parents,

During the week of the 29 February, teachers will be available to meet with you. This ten minute meeting is your opportunity to tell us about your child(ren) and discuss any concerns or insights which will enable us to construct effective teaching/learning programs. Your child is welcome to come to the meeting with you.

‘Meet the Teacher’ meetings will be held during Week 6 (next week). Teachers have allocated available times throughout the week from Monday 29 February to Thursday 3 March. The teachers are available until a later time on the evening of Tuesday 1 March.

Once again we will be using an online interview booking system to book appointments for our ‘Meet the Teacher’ meetings through the School Interviews Website. Please see the back of this note for details about how to book online. If you are unable to book online please contact the office about making an appointment.

Accompanying this note is also a questionnaire that we ask you to fill in and send back to your child’s class teacher before your interview.

Thank you for your cooperation.

Steven Jones
Principal
You can now book interviews at times that suit **YOUR FAMILY BEST**. Go to [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au) and follow these simple instructions.

When you click **finish**, your interview timetable will be emailed to you automatically - **check your junk mail folder** if you do not receive your email immediately. You can return to [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au) at any time, and change your interviews - until bookings close.

For parents that don’t have access to the internet at home, at work, at a friend’s house or on their phones, computer kiosks will be available at Reception from Thursday onwards, so that parents can still make their own bookings. Parents may send a note to school with the approximate times they require, or phone the school on 9631 8442. Interviews are strictly 10mins and spaces are limited. If you require more time, please contact your teacher directly to make alternative arrangements.

Parents can change their interview bookings, any time prior to the closing date, by re-visiting the [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au) website, and using the event code. Remember to use the same name and email address, you used when you made your original booking. Parents wishing to change their interview times after the closing date should contact the school directly.