14th March 2022

Dear Parents/Caregivers,

Parent/Student/Teacher interviews will be held this term in Week 9, beginning Monday 28th March, 2022.

Interviews are a wonderful opportunity to share in your child’s learning journey with their teacher, to celebrate successes and to discuss future learning goals.

This year, due to COVID-19 restrictions, all interviews will be held in the gym, after school from Monday 28th March-Thursday 31st March. Teachers will be centrally located in pods of building colours. Interviews will follow a strict 15-minute timeframe; as such we ask that you are prompt to your booked appointment time as teachers will be unable to run over this time limit. Masks will be mandatory and we ask that you use the sanitising station upon arrival to the gym and follow social distancing recommendations. There will be a designated waiting area for ease of access to your appointment/s.

Tuesday night has been set aside for parents/caregivers who are unable to attend during business hours. **Interpreters** will be available for families as needed on that Tuesday.

Please help us plan the week by filling in the form on the next page, ticking *three times* you would be able to come for an interview. Times will be allocated on a ‘first in’ basis. Return the form to your child’s teacher by Monday, 21st March. Once you have returned this slip, teachers will let you know the exact time of your interview.

We look forward to meeting you during interview week.

Yours sincerely,

Sue Charleston

Principal

**Please return this booking information to your child’s teacher by Monday, 21st March**

**Student Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room**:** \_\_\_\_\_\_\_\_\_\_\_

Brothers / Sisters at this school and their room numbers

|  |  |
| --- | --- |
| **Names** | **Room** |
|  |  |
|  |  |

Please tick all of the times that you can come to an interview. Note: **Shaded boxes indicate no time available.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Monday**  **28/3/22** | **Tuesday**  **29/3/22** | **Wednesday**  **30/3/22** | **Thursday**  **31/3/22** |
| 3.15pm – 4pm |  |  |  |  |
| 4pm – 4:30pm |  |  |  |  |
| 4:30pm – 5pm |  |  |  |  |
| 5pm – 6.00pm |  |  |  |  |
| 6:00pm – 7pm |  |  |  |  |

I need an interpreter. No 🞏 Yes 🞏 for the language of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_