Wednesday 5\(^{th}\) August, 2015

**Three Way Conferences – Grade 4B**

Monday 10\(^{th}\) August and Wednesday 12\(^{th}\) August, 2015

Dear Parents,

As you will be aware, shortly Mrs Carrie Butler will commence Maternity Leave and Grade 4B will be taught by Mrs Belinda Hartung for the remainder of 2015. Subsequently, alternate arrangements have been made to ensure successful and informative Three Way Conferences are held for the families in 4B.

You are invited to book a Three Way Conference with your child and both teachers on the afternoons of **Monday 10\(^{th}\) August** and **Wednesday 12\(^{th}\) August** between 1:30pm – 4:30pm.

The Three Way Conference provides a forum for you, your child and your child’s teacher to openly discuss and celebrate the learning and progress your child has made throughout Semester 1 and together positively plan and discuss directions for their learning in Semester 2. The teachers will facilitate the Three Way conferences, supporting the students and the parents by clarifying, elaborating and responding to specific questions about the student’s progress and learning. After the Three Way Conferences have been held, parents may feel that they wish to have a follow up discussion on some issues with the teacher. If this is the case, parents will need to contact the teacher to make a mutually agreeable time to meet.

Conference times will be limited to 15 minutes.

This year, appointments for Three Way Conferences will be made using the Compass Student Management System. **Bookings will open on Thursday, 6\(^{th}\) August at 8:00am and close on Monday, 10\(^{th}\) August at 8:00am.** If you require assistance to navigate the Compass system, please contact the school office.

If you are unable to arrange a time for a Three Way Conference on these afternoons, please phone the school to arrange an appointment at a mutually convenient time to you and the teacher.

Your child and their class teacher are currently spending time in class preparing for the Three Way Conferences and are looking forward to meeting with you. We hope that you enjoy this experience of celebrating and sharing in your child’s learning and progress.

Yours sincerely,

Barbara Maclarn
Assessment and Reporting Coordinator