

Monday 13<sup>th</sup> February, 2017

**'MEET THE TEACHER' INTERVIEWS BOOKING INFORMATION**

Dear Parents,

The 'Meet the Teacher' interviews will be conducted on the afternoon and evening of **Tuesday 21<sup>st</sup> February**. Teachers in will be available to meet with parents from 3.40pm to 8.00pm.

This year we are using Compass School Manager for the scheduling of appointments. Information on how to book appointments using this service is on the back of this notice.

**BOOKINGS OPEN: TUESDAY 14<sup>TH</sup> FEBRUARY AT 9:00 AM**  
**BOOKINGS CLOSE: MONDAY 20<sup>TH</sup> FEBRUARY 4.30 PM**

Interview times will be limited to 10 minutes. If you are booking appointments for more than one teacher, please ensure that you do not book back to back appointments. Please leave at least 10 minutes between each appointment, to give yourself time to get to the next interview.

These interviews provide a wonderful opportunity for you to tell the class teacher anything about your child that may be relevant to their learning this year, and for you and the teacher to discuss your child's educational needs early on in the school year.

Please ensure that the "*Observations by Parents – February, 2016*" sent home last week are returned to each child's class teacher by *Friday 17<sup>th</sup> February* to enable teachers to prepare for the discussion.

In the event that you are unable to attend, we encourage you to contact your child's teacher to make other arrangements to meet at a mutually convenient time for you and the teacher.

Yours sincerely,

Robyn Floyd and Shelley Morrison  
**Acting Principals**

Barbara Maclarn  
**Assessment and Reporting Coordinator**