Wednesday 23rd July, 2014

Three Way Conferences – Prep to Year 6
Monday 4th August and Wednesday 6th August, 2014

Dear Parents,

As a follow up to your child’s Semester One Report, you are invited to a Three Way Conference with your child and their class teacher on the afternoon and evening of Monday 4th August and Wednesday 6th August between 2.45/3.45pm and 7pm. On these days specialist teachers will also be available to meet with parents in the Lab/Library to discuss your child’s progress and future learning needs.

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.

Conferences times will be limited to 15 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 15 minutes between each appointment, to give yourself time to get to the next meeting.

Once again, the Schools Interview Online Booking Service will be used for the scheduling of appointments. Information on how and when to book appointments using this service has been sent with this notice. The final arrangements for Three Way Conferences will be emailed to you once you have made your booking, including organisational details and appointment times. Provision will be made for children to be supervised while waiting for parents and siblings to complete their conferences.

If you are unable to arrange a time for a Three Way Conference on these afternoons or evenings, 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 Conference and are looking forward to meeting with you. We hope that you enjoy this new experience of celebrating and sharing in your child’s learning and progress.

Yours sincerely,

Barbara Maclarn
Assessment and Reporting Coordinator