12 March 2014

Parent / Teacher Interviews

Dear Parents and Carers

You are invited to attend Parent Teacher Interviews during Week 10. These interviews will give you the opportunity to discuss your child’s academic progress.

We have moved the Parent Teacher Interviews forward this year so that we can provide an earlier opportunity for you to meet your child’s teacher and discuss anything pertinent to their learning and school life. As a school we understand the importance of working collaboratively with our parents and carers in ensuring that every child is set up for success.

This year we have provided you with some options:

1. A formal 10 minute face to face interview in the school hall.
2. A telephone interview at a time convenient to you.

Face to Face Interview Information

This year we are using an Internet based booking system to increase the speed and ease of booking in a time with your child’s teacher. Please see the next page for instructions on how to complete this.

* K-2 Interviews will be held between 3:15pm and 6:15pm on Tuesday 1 April.

* Years 3-6 and Support Class Interviews will be held between 3:15pm and 6:15pm on Wednesday 2 April.

Each interview will be 10 minutes in duration and will be held in our school hall. If you will require an interpreter for the interview please inform our school office of this at least 5 days before the interview date.

If you do not have Internet access you can do one of the following to book in a time:

- Call the school office on 9607 6001 and speak to our friendly office staff.
- See Mrs Fares our Community Liaison Officer.
- See your child’s teacher.

Telephone Interviews

We understand that some parents and carers may be unable to attend the specified dates and times. If you would prefer for the classroom teacher to contact you for a phone interview please indicate this on the next page and return to your child’s teacher if you would prefer this option. Many parents and carer’s appreciated this option last year due to their many other commitments making it difficult to attend the school based interviews.

We thank you for your continued support and look forward to the opportunity to discuss your child’s progress.

Michael Sullivan
Assistant Principal (R)

Jason Clarke
Deputy Principal

Lisa Stipanovic
Principal (R)
Face to Face Interview Booking Instructions

To book your Parent Teacher Interview time on the Internet you will need to go to www.schoolinterviews.com.au

Bookings will close on Monday 31 March and you will need to phone or contact the school after this date.

Once you have located the website you will have to enter the Event Code: **NCYE6**

Then follow these steps to complete your booking:

1. Enter your details
2. Choose teachers
3. Choose times

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 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 the school from Friday 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 9607 6001. Interviews are strictly 10 mins 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 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 on: 02 9607 6001

We would love to hear what you think about online booking. If you get time, click on the “contact us” button on the www.schoolinterviews.com.au website, and leave some feedback - anonymously if you wish, but please include the school’s name and suburb.

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Telephone Interview Booking Instructions

If you would prefer a Telephone Interview please complete the following form and return to your child’s teacher or the school office by Monday 31 March.

I ___________________________ (parent / carer) would like my child’s teacher to contact me for a phone interview. I can be contacted on the following number____________________________

Student Name: ______________________________   Class:  _______________

I will require an interpreter:   NO    /   YES – Language: ______________________________

The class teacher will phone you to arrange a suitable time to discuss your child further at a time convenient to you.