25 February 2015

Dear Parents,

As part of your child’s ongoing reporting and assessment procedures the class teachers formally invite you to attend a ‘3 way interview’. These interviews are structured to share with you the progress and development of your child’s learning.

This is an opportunity for the parents, students and teachers to discuss their child’s social/academic/behavioural progress. Each class will be preparing for this process in a slightly different way. The similarity is that the students are involved in the interview process, as we believe this promotes ownership and a frank assessment of where the student is in relation to their progress. It is also a great opportunity for your child to set goals for which they are accountable.

Please indicate three time blocks when you are available and return the slip to the school NO LATER THAN TUESDAY 10th March so that interview times can be scheduled. Interviews are for 20 minutes. These will be allocated on a first come, first served basis. Admin staff will attempt to provide consecutive family time slots but as you can imagine this is a difficult process.

Each teacher spends a considerable amount of time preparing for each individual interview. They select work examples to illustrate a point, write notes and seek assistance. Clearly this takes time and preparation. Teachers also need to plan their week to cater for their personal life to ensure they are prepared for their week. To ring up late after the timetable has been set doesn’t enable for either of the above to be done therefore once the timetable has been set you will not be able to request a particular timeslot. Instead, the office staff will inform the class teacher of your request for an interview and they will then contact you and allocate a day and time.

A few things to remember.
To best assist your child to be successful and gain maximum effectiveness at the interview, please ensure the following are in place:

- Mobile phones are turned off, as we are promoting that your child is the most important person during this particular 20 minutes.
- Younger children are not present to ensure the above point is supported.
- That the goals set during this process are revisited over the following 4 weeks.
- In Week 7 newsletter we will send home a flyer to assist you with the Interview process titled, ‘Parent/Teacher Interviews, An Essential Conversation’- Tips for parents with children in primary school.

Regards,
Peter Shearer
Principal
**Return Slip – Three Way Interviews**

*Please indicate three time blocks that would suit*

- **Year 6 parents** please note that Alex Callery is unavailable on **Monday 23rd & Wed 25th March** & will be conducting interviews on **Monday March 30th & Wednesday April 1st**

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**Year 6 Parents only to complete below:**

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Family Name_____________________________________________

Child_______________________________ Teacher_____________________________

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