

# Alfords Point Public School

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22 March 2019

Dear Parents/Carers

## **Parent Teacher Interviews**

Stage 2 parent teacher interviews will be taking place at the end of this term. Teachers now have a good knowledge of the students in their class and we feel that it is important to discuss individual progress now so that all students are working towards the outcomes expected over the next three terms. At the end of Term 2 a half yearly report will go home but there will be no formal interview unless requested by parent or teacher. Our interviews will take the same format of a 3 way conference involving teachers, students and parents.

Each conference lasts for ten minutes and we ask that you keep to this time frame in fairness to all. If you feel that you require more time to discuss issues with the teacher, another time will be organised at a later date. It is important that your child attends the conference. Students prepare for the conferences and enjoy sharing with you and the teacher the positive things that they have been learning during Term 1.

This year 3-4T and 3-4R's three way conferences will be held **Wednesday 10 April 2019 from 1.30 pm to 6.30 pm**. Miss Townsend and Mrs Rider are taking this opportunity to inform parents of the progress of their children over Term 1.

Interviews will take place in your child's classroom.

Please complete the slip attached with your preferred conference times and return it to school as soon as possible. You may have specific things that you would like to discuss at the conference, so please list these so that the teachers are aware before the conference. Times are allocated on a first come basis. You will receive a conference confirmation sheet when times have been allocated.

**Annette Wein**  
**Principal**

### Three Way Conference Booking Form

On **Wednesday 10 April 2019**, classes 3-4T & 3-4R will be available for three way conferences from 1.30 pm to 6.30 pm.

Please indicate your preferred timeslot by numbering from 1 to 5.

#### Wednesday 10 April 2019

1.30 – 2.30	
2.30 – 3.30	
4.00 – 5.00	
5.00 – 6.00	
6.00 – 6.30	

Student' Name \_\_\_\_\_ Class \_\_\_\_\_

During our three way conference I/We would like to focus on

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

✂.....

#### ALFORDS POINT PUBLIC SCHOOL CONFERENCE CONFIRMATION ADVICE

**Students Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_

Dear .....

Your three way conference has been scheduled at ..... on

**Wednesday 10 April 2019.**

Our conference will last for 10 minutes.

I look forward to our conference together.

\_\_\_\_\_  
Class Teacher