Dear Parents,

On **Wednesday 24th February** we are holding our initial ‘Get to know you’ 3-Way conferences between 2.00pm and 7.30pm. These initial meetings give teachers, parents and students the opportunity to discuss the year ahead and allows the sharing of any information that might help the teacher and school best cater for your child’s learning needs throughout the year. In order to develop a strong home-school partnership, it is very important that you speak to your child’s teacher. If you are unavailable on this day please call your child’s teacher to set up an alternative appointment. Children will be at school as usual on this day (except Foundation students). Our staff not conducting interviews will be working with them.

Please note that in order for everyone to meet with their teacher, **each interview is for 10 minutes only**. If you think you will require a longer interview time please discuss with your teacher prior.

**IMPORTANT INFORMATION: NEW BOOKING PROCESS**

This year we have set up an online booking process through ‘School Interviews’. This is an easy online, 3-step process that allows parents to select the time that best suits them and saves teachers and admin staff a lot of time. Access to the booking website is available from any internet enable device including computers, smart phones, tablets and even some smart TVs or gaming consoles! If you do not have internet access at home we will have a computer at the office for you to use or simple call us and we will enter a time for you.

All you need to do is visit [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au) before 9 a.m. on Wednesday 24th and follow these simple steps:

1. Enter your details: name, email, children’s names
2. Select the teachers you wish to see: one per child
3. Select the appointment times that suit your family best

We are sure you will find this an easy and convenient service. If you have any questions about the new process, please do not hesitate to call the school.

Yours Sincerely,

Trevor Vass,
Principal

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**A Tradition of Caring and Excellence in Education**

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