Important Information

Parent/Carer Teacher Interviews

Wednesday 22 May 2013

Years 11 and 12 (3.30pm - 7.30pm)

Dear Parent/Carer

We have pleasure in inviting you to attend our Parent Teacher Interviews for Years 11 and 12. The date for this occasion is Wednesday 22 May 2013. Half Yearly Reports will be available for collection before the interviews for parent/carer(s) who attend the interviews. Interviews will take place in our school hall.

Attached to this sheet is a booking form. Students will need to book a time with each teacher for an interview. To ensure that all parent/carer(s) have the opportunity to meet and discuss students' progress, could you please limit your interviews to five minutes.

See the following arrangements for Parent/Carer Teacher Interviews:

- Interviews will be by appointment only. Parent/carer(s) have requested this method rather than waiting in queues.

- Students may make the appointments for their parent/carer(s). This will be done by students in lessons, with teachers noting the appointments on both the parent/carer's and teacher's appointment sheets. Appointments will be on a first in, first served basis.

- Each student is responsible for negotiating between parent/carer(s) and teachers and for retaining the appointment sheet to take home to parent/carer(s).

- Parent/carer(s) and teachers are requested to keep strictly to the appointed times for interviews. Gaps should be left between each appointment to ensure parent/care(s) have sufficient time to reach their next interview.

- Year Advisers will need all their time for interviews as subject teachers. Parent/Carer(s) who wish to have a general interview with a Year Adviser can make an appointment, at another time, by contacting the school on the below number.

If you are unable to attend the Parent/Carer Teacher Interviews or are unable to make the booking you seek, we invite you to ring the school to make an alternative appointment.

More information turn page
PLEASE NOTE: PLEASE DO NOT TELEPHONE THE SCHOOL TO MAKE AN APPOINTMENT FOR THE PARENT/CARER TEACHER INTERVIEWS.

To ensure the success of Parent/Carer Teacher Interviews, we ask parent/carer(s) to:

- make sure that your son/daughter brings the appointment sheet to school to start making appointments for teacher interviews.
- ensure the interview sheet is brought with you to appointments arranged by teachers.

If you cannot attend the Parent/Carer Teacher Interviews, you will need to provide your son/daughter with a parental signed letter, enabling them to collect their Half Yearly Report from the administration office the next day.

If you would like to have the report posted home please address and stamp an A4 size envelope and send it with your child to the administration office, with a letter requesting such.

The staff of Mitchell High School look forward to meeting parent/carer(s) and discussing their son/daughters progress.

Regards

Mr B Harper
Principal