Important Information

Parent/Carer Teacher Interviews
Wednesday 31 July 2013
Years 7 and 8 (3.30pm - 7.30pm)

Dear Parent/Carer

We have pleasure in inviting you to attend our Parent Teacher Interviews for Years 7 and 8. The date for this occasion is Wednesday 31 July 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.

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

Regards

[Signature]

Mr B Harper
Principal