March 2012

Parent Teacher Interviews

Dear Parents and Caregivers

Parent Teacher Interviews will be held on Wednesday 4th April between 3.00pm and 8.00pm. The school day will conclude at 2.35pm followed by 25 minutes for teachers to set up and prepare before interviews commence at 3.00pm.

Previous experience indicates that it is difficult for some staff to accommodate all parents who request an interview. In an effort to manage this situation, priority will be given to parents of students who have failing Term 1 grades and parents of students in Years 11 and 12. Parents of these students will have priority to book interviews on Thursday 29th and Friday 30th March. Other parents who have concerns about their child’s progress can book interviews on Monday 2nd and Tuesday 3rd April. If you are unable to book an interview and believe it is essential to discuss your child’s progress, please contact the teacher to arrange a mutually convenient alternative time.

To make a 10 minute appointment on Interview Night, please write the name(s) of the teachers you wish to see on the reply slip, indicating when you are available on the night e.g. 3.40pm – 5pm. If you have more than one child at the school then it is a good idea to have separate time intervals for each child.

Students must show the reply slip to their Homegroup teacher no later than Monday 2nd April (Monday of Week 10). Once the Homegroup teacher has checked that a parent/guardian has signed the slip, the student will then use the reply slip to arrange appointment times with his / her subject teachers during normal lessons.

Teachers will record the interview appointment time as well as the interview room on the reply slip. If possible teachers will try to keep at least a 10 minute break between appointments to allow time for you to get to the next interview.

It is important to mention that the student grades are based on the first seven weeks of Term 1 and may only be based on one or two assessment tasks.

Yours sincerely

Mark Leahy
Principal
Marryatville High School