Dear Parents,

To ensure that you are kept well informed about how your child is progressing in all areas of their schooling, the school adopts the following methods of informing and showcasing student achievement.

- Formal and informal meetings
- Telephone conversations
- Letters/notes
- Two formal written reports on your child’s achievement (June & December)
- Public performances at school assembly and other special events
- Open Days/Evenings
- The Wattle Newsletter articles
- Team Newsletters

In 2015 whole school Family Teacher Interviews will be offered at the end of Term One and Term Three, with meetings scheduled for Wednesday 25th March 2015.

**The times will be 3.30pm - 5.30pm & 6.00pm-7:30**

These meetings offer you an opportunity to discuss, with your child’s teacher, aspects of your child’s progress and their future learning goals. This year you can select a ten or fifteen minute interview, depending upon your needs. If you have been in frequent contact with your child’s teacher this year, you may decide that a shorter time period is your preferred option. It will also be possible to arrange interview times with all specialist teachers, but these may be organized at a mutually convenient time on another day.

**Please indicate your preferred times on the notice attached by ticking the appropriate boxes, then return the attached form to your child’s teacher by Wednesday 18th March.** Meeting times are allocated upon receipt of the reply slips. **Confirmed times will be distributed on Friday 20th March**

Yours Sincerely,

Vicki Phillips and Megan Ganter
Assessment and Reporting Team

[Signature]

Gayle Cope
Principal
WATTLE PARK PRIMARY SCHOOL
FAMILY TEACHER MEETINGS
WEDNESDAY 25TH MARCH 2015

PLEASE COMPLETE AND RETURN TO YOUR CHILD'S CLASS TEACHER
BY WEDNESDAY 18TH MARCH 2015

Student Name:  Class:

Class Teacher:

Please circle your preferred time interval for the interview:
10 minutes or 15 minutes

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Please mark your preferred time in priority order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>25th March</td>
<td>3.30 pm – 5.30 pm</td>
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<tr>
<td></td>
<td></td>
<td>6.00 pm – 7.30 pm</td>
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Due to the number of students, some levels may also need to schedule meetings after school on Tuesday 24th March or Thursday 26th March. Please indicate below if you are able to attend.

I can attend on Tuesday 24th March between 3:30 – 5:30  Yes/No
I can attend on Thursday 26th March between 3:30 – 5:30  Yes/No

I would like an interpreter to assist with the meeting – Yes/No.
Language ______________

Specialist program teachers are available for Meetings.
If you have ticked a box to see a specialist teacher a mutually convenient time will be arranged.

Mrs Lorelle Caulfield - Lloyd (Music Foundation – Year 6)
Mrs Melinda Downes (PE Foundation – Year 6)
Mrs Ainslie Peszynski (LOTE Foundation – Year 6)
Mr John Davey (Art Foundation – Year 6)

Sibling Name ........................................ Class .......
Sibling Name ........................................ Class .......
Sibling Name ........................................ Class .......

Signature: __________________________ Date: ______________