Dear Parents,

Term 3 parent and teacher interviews will be held on the following dates and times:

- **Week 8**  
  Tuesday 1<sup>st</sup> September  
  3.15pm – 4.15pm

- **Week 9**  
  Tuesday 8<sup>th</sup> September  
  3.15pm – 4.15pm

- **Week 10**  
  Tuesday 15<sup>th</sup> September  
  3.15pm – 4.15pm

This is a wonderful opportunity for you to discuss your child’s progress with the class teacher.

Please mark your preferred times on the form below and return to your child’s teacher as soon as possible.

Each interview will be for a period of 10 minutes only. If you feel that you would like the opportunity to speak to the teacher at a greater length then you are welcome to make an appointment for another time.

If you are unable to attend and would like a telephone interview please let your child’s teacher know.

Please note: Interview timeslots are filled on a first-in basis. Whilst we will make every effort to provide you with your preferred time, it may not be possible to do so.

Yours sincerely,

Mrs Thompson  
Principal

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**Child’s Name:** ____________________________  **Class:** ______________

**Parent Name:** ____________________________

Please indicate which date and time you prefer. A confirmation note will be sent home shortly.

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**Tuesday 1<sup>st</sup> September 2015**

- 3.15pm ______ 3.25pm _______ 3.35pm _______ 3.45pm _______
- 3.55pm _______ 4.05pm _______ 4.15pm _______

**Tuesday 8<sup>th</sup> September 2015**

- 3.15pm ______ 3.25pm _______ 3.35pm _______ 3.45pm _______
- 3.55pm _______ 4.05pm _______ 4.15pm _______

**Tuesday 15<sup>th</sup> September 2015**

- 3.15pm ______ 3.25pm _______ 3.35pm _______ 3.45pm _______
- 3.55pm _______ 4.05pm _______ 4.15pm _______

- [ ] I am happy to attend at any time