



St Benedict's Primary School

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27th February, 2018

Dear Parents and Carers,

RE: Three Way Conferences

Interim Reports will be sent home on Friday, 2nd March.

As mentioned in the *General School Information 2018* note this year we would like to change the structure of our reporting model, moving to a model that encourages student and parent engagement, and celebration of achievement. As part of this change we have moved the Three Way Conferences to earlier in the year and they will now take place on Monday 5th March and Tuesday 6th March. Optional Parent/Teacher Interviews will be offered on two occasions later in the year when the semester reports are sent home.

All conferences will be held in the school hall and last for 10 minutes. This will assist teachers to run to time and parents with more than one child to manage multiple conferences. If at the conference time you wish to have further discussion or would like to meet without your child present, you can make a request of the teacher to schedule another mutually convenient time.

Below is a form for you to nominate your preferred times for conferences. You will need to **place 1, 2, and 3 against blocks of time** in order of your preference. Teachers will then send home confirmation slips to inform you of your booking.

Primary Learning Program Students (Yrs 3-6): Students in Years 3 to 6 are taught by both teachers on the grade. In order to ensure that parents can obtain as much information as possible from the appropriate teacher please nominate the teacher you would like to meet with. **One** conference time will be available. Should you require more time then another time can be made available after all Three Way Conferences have been completed.

Please fill in and return the form below by **Thursday, 1st March, 2018**.

Sincerely,

Rachel Smith
Principal

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Parent's Name(s): _____

Children's Name(s):

1. _____ Class: _____

2. _____ Class: _____

3. _____ Class: _____

Years 3 – 6 Parents Request for Interview: I would like to meet with: (please tick one)

- The Classroom Teacher
- The English Teacher
- The Mathematics Teacher
- Both Teachers

All Parents: Please number the following blocks of time in order of preference 1, 2, 3:

Time	Monday 5 th March	Tuesday 6 th March
3.30 – 4.00		
4.00 – 4.30		
4.30 – 5.00		
5.00 – 5.30		
5.30 – 6.00		
6.00 – 6.30		