Wednesday 4th June 2014

Dear Year 9 & 10 Parents,

The annual Stage 4 Parent-Teacher-Student interviews will occur on **Wednesday 25th June** between **4.00pm and 8.00pm** in the George Khattar, Br Michael Green and Terry Nobin PBL classrooms. It is imperative that parents take this opportunity to discuss their son’s progress with each of his teachers. Parents and students are encouraged to make bookings with each of your son’s teachers.

Furthermore, in the Ludovic Learning Centre there will be a range of student projects on display. This showcase of student work will provide parents with an insight into the excellent work that is being undertaken, so please take the time to visit this showcase.

The booking process will be completed online, and this is a **compulsory school event**. As a compulsory school event, your son is expected to accompany you to all scheduled interviews in his **full school uniform**. If due to unforeseen circumstances, either you or your son are unable to attend these interviews, parents are asked to contact Mr Hendry (Senior Studies Coordinator) **prior to 25 June**. All information regarding the booking process has been provided on the reverse side of this letter.

Finally, below are some sample questions to help you with the parent teacher interview.

**Sample questions to ask:**

- How is my child doing compared to the whole class expectations?
- What are my child's strengths and weaknesses?
- Does my child work up to his/her potential?
- Has my child been doing their homework?
- What can I do at home to assist?

Please do not hesitate to contact me if you have any questions, or wish to discuss any aspect regarding the **Parent-Teacher-Student interviews**.

Yours sincerely,

Mr Gavin Hays
Assistant Principal (Curriculum)
(e) ghays@parra.catholic.edu.au
Dear Parents

You can now book interviews for the times that suit YOUR FAMILY.

BOOKINGS CLOSE AT 10am ON TUESDAY 24th of JUNE

Steps:
1. Go to the following website www.schoolinterviews.com.au

2. Enter the school event code below:

3. Enter your details, choose the teachers and select times.

4. Make sure that you select finish to confirm your appointments.

   When you click finish, your interview timetable will be emailed to you automatically - check your junk mail folder if you do not receive your email immediately.

   You can return to www.schoolinterviews.com.au at any time, and change your interviews - until bookings close.

5. For parents that don’t have internet access, phone the school on 9635 7066. Interviews are strictly 5 mins.

Finally, if there are no suitable times available on the schedule for a specific teacher, parents will need to contact the teacher directly to arrange alternative times.