



St Joseph's School

Millar Street, Waroona, Western Australia

PO Box 129, Waroona WA 6215

Telephone: (08) 9782 6500 Facsimile: (08) 9782 6590

22nd March, 2017

Dear Parents,

RE: PARENT/TEACHER MEETINGS

On Monday, 3rd April, we will be conducting parent/teacher meetings for students in Pre-Primary to Year 6. The focus of the meetings will be to discuss how your child has settled in, his/her progress, achievements and areas for improvement. This provides you with an opportunity to ask questions regarding your child's development or to inform the teacher about issues which may be impacting on your child's performance at school.

These meetings are compulsory and it is expected that at least one parent from each family will attend.

Attached to this letter is a sign-up sheet. Please indicate your availability by colouring in at least FOUR time slots that suit you (regardless of how many children you have at the school) and return it to school with your eldest child by Monday 27/3/17. The classroom teachers will send home a slip to confirm your timeslots. They will do their best to accommodate your request, however, this may not always be possible. The sooner you return your form, the more chance you will have of being allocated your preferred times. If a suitable time cannot be arranged, please contact your child's teacher to organise an alternative appointment time.

Please move promptly from one meeting to the next. So that all parents have an opportunity to meet with the teachers, it is important that the meetings stay on schedule and are kept to ten minutes in length. Please liaise your child's class teacher to arrange a longer meeting if there is a pressing issue which may take longer than ten minutes to discuss.

During the meetings, children are expected to remain seated on the benches outside the classroom you are in. They will not be permitted to play or run around as they **will not** be supervised. Please remind them of this.

If you have any questions, please do not hesitate to contact me, or your child's classroom teacher.

Yours Sincerely,

Mr Travis Bienkowski
Principal

Parent Teacher Meetings

Monday, 3rd April 2017

Please colour in at least FOUR timeslots that are suitable for you to attend parent/teacher meetings (regardless of the number of children you have at the school).

Each meeting will be 10 minutes long.

If you require a longer meeting, please see the relevant teacher.

2.00 – 2.10	3.30 – 3.40	5.20 – 5.30
2.10 – 2.20	3.40 – 3.50	5.30 – 5.40
2.20 – 2.30	4.00 – 4.10	5.40 – 5.50
2.40 – 2.50	4.10 – 4.20	6.00 – 6.10
2.50 – 3.00	4.20 – 4.30	6.10 – 6.20
3.00 – 3.10	4.30 – 4.40	6.20 – 6.30
3.10 – 3.20	4.40 – 4.50	6.30 – 6.40
3.20 – 3.30	5.00 – 5.10	6.40 – 6.50
	5.10 – 5.20	

Please fill in your child/ren's names and grades below. The teacher will return this slip to you with the confirmed meeting times.

Parent Teacher Meetings – Monday, 3rd April 2017

Child's Name	Grade	Meeting Time (Teacher will fill this in)