



# Merimbula Public School

## Parent-Teacher-Student "3 Way Conferences"

February 17, 2015.

Dear Parents and Caregivers,

Parent interview times have been scheduled for next week so that you have the opportunity to meet with your child's teacher and discuss your child's progress, needs and goals for 2016. Your child is invited to attend these meetings. Meetings will take place on Tuesday, February 23 and Wednesday, February 24. Please see below the times available. Complete the form below by selecting three suitable timeslots and return it to your child's teacher by this Friday, February 19. Your child's teacher will confirm the time you are allocated by sending you back a confirmation slip.

Thank you for your support. Our staff look forward to meeting with you and supporting your child in 2016.

Regards,  
Michelle Hulme - Principal



### PARENT TEACHER INTERVIEW TIMETABLE

*Please return to your child's class teacher by Friday, February 19 (this week)*

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Parents/Caregivers name(s): \_\_\_\_\_

Please select **three** suitable times below by indicating preferences 1-3  
1 = first preference, 2 = second preference, 3 = third preference.

### Tuesday, February 23, 2016

or

### Wednesday, February 24, 2016

| Times       |  |
|-------------|--|
| 3:15 - 3:30 |  |
| 3:30 - 3:45 |  |
| 3:45 - 4:00 |  |
| 4:00 - 4:15 |  |
| 4:15 - 4:30 |  |
| 4:30 - 4:45 |  |
| 4:45 - 5:00 |  |
| 5:00 - 5:15 |  |
| 5:15 - 5:30 |  |
| 5:30 - 5:45 |  |
| 5:45 - 6:00 |  |

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|-------------|--|
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| 4:30 - 4:45 |  |
| 4:45 - 5:00 |  |
| 5:00 - 5:15 |  |
| 5:15 - 5:30 |  |
| 5:30 - 5:45 |  |
| 5:45 - 6:00 |  |



## Parent-Teacher-Student "3 Way Conferences" Confirmation

Dear Parent / Caregiver,

I have booked an appointment for a Three Way Conference to meet with you and your child

\_\_\_\_\_ on **Tuesday February 23 /Wednesday February 24** at \_\_\_\_\_pm.

I look forward to meeting you then.

Yours sincerely,

\_\_\_\_\_

Signed - Classroom Teacher/s:

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