

Parent-Teacher-Student "3 Way Conferences"

February 27, 2018.

Dear Parents and Caregivers,

Three-way-conferences have been scheduled so that you have the opportunity to meet with your child's teacher and discuss: the class program, your child's progress, needs and learning goals for 2018. Your child will be participating in these meetings and will come from class to the meeting at the time scheduled.

Three-way conferences will be taking place in the Administration Office during Weeks 7 and 8 of this term. All conferences will take place during school hours, however can take place over the phone if you are unable to attend in person. If interviews are via phone, your child can still be present as we can use the speaker phone function. Please see below the times/day available for your child's class.

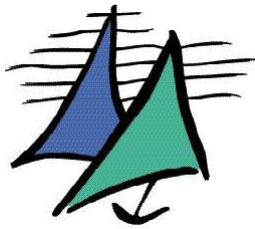
WEEK 7	Class/Teacher	Class/Teacher
Monday 12/3	4F / Mrs Amanda Fowler	4D / Mr Shane Doherty
Tuesday 13/3	5B / Mrs Manda Brewer	5P / Miss Caitlin Patterson
Wednesday 14/3	6P / Miss Tammy Pauline	6H / Mr Adam Hughes
Thursday 15/3	KS / Mrs Beth Smith	KV / Ms Jodi Vaughan
Friday 16/3	FL / Mrs Tina Lawson (8.30-12)	FV / Ms Tracey Varley-Mitchell (12-3)

WEEK 8	Class/Teacher	Class/Teacher
Monday 19/3	1S / Ms Chloe Hearn	1S / Mrs Jenni Smith
Tuesday 20/3	6K / Mr Ben Kirk	1/2M / Mrs Corinna Mace and Mrs Lee Robson
Wednesday 21/3	3T / Miss Tahlia Stafford	3S / Miss Natasha Sconfienza
Thursday 22/3	2B / Ms Vanessa Bain and Mrs Kate Shook	KBC/ Ms Kirra Boulton & Miss Talia Clough
Friday 23/3		2K / Mrs Mary Pearce

Please complete the form on the following page, selecting 3-5 suitable timeslots and indicating whether your interview needs to be via phone. Please return the form by this Thursday, March 1. Your child's class 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 working with you to support your child in 2018.

Regards,
Michelle Hulme
Principal



3-Way Conferences INTERVIEW BOOKING FORM

Please return to your child's class teacher by Thursday, March 1

Child's Name: _____ Class: KS

Parents/Caregivers name(s): _____

Please select **3-5** suitable times below by indicating

1 = first preference, 2 = second preference, 3 = third preference etc.

DATE/Teacher: Thursday March 15 – Mrs Beth Smith

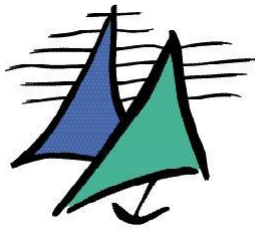
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2.45 - 3.00	

I would like to have (please tick):

- A face-to-face interview in the School Administration Building.
- A 3-way phone. Please call _____ (parent/carer) on number _____.

I would like to discuss the following learning/support needs about my child and/or would like more information about:



3-Way Conferences INTERVIEW BOOKING FORM

Please return to your child's class teacher by Thursday, March 1

Child's Name: _____ Class: _____ KV _____

Parents/Caregivers name(s): _____

Please select **3-5** suitable times below by indicating

1 = first preference, 2 = second preference, 3 = third preference etc.

DATE/Teacher: Thursday March 15 – Ms Jodi Vaughan

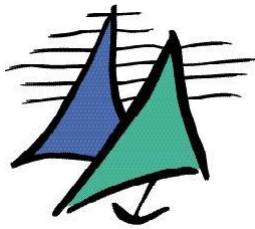
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- A 3-way phone. Please call _____ (parent/carer) on number _____.

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3-Way Conferences INTERVIEW BOOKING FORM

Please return to your child's class teacher by Thursday, March 1

Child's Name: _____ Class: _____ 5B & 5P _____

Parents/Caregivers name(s): _____

Please select 3-5 suitable times below by indicating

1 = first preference, 2 = second preference, 3 = third preference etc.

DATE/Teacher: Tuesday March 13 – Mrs Manda Brewer & Miss Caitlin Patterson (Year 5 Collaborative Classroom)

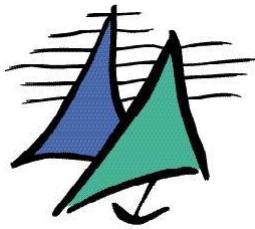
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3-Way Conferences INTERVIEW BOOKING FORM

Please return to your child's class teacher by Thursday, March 1

Child's Name: _____ Class: _____ 6P & 6H _____

Parents/Caregivers name(s): _____

Please select 3-5 suitable times below by indicating

1 = first preference, 2 = second preference, 3 = third preference etc.

DATE/Teacher: Wednesday March 14 - Miss Tammy Pauline and Mr Adam Hughes (Year 6 Collaborative Classroom)

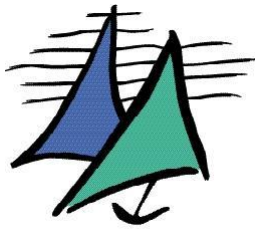
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- A 3-way phone. Please call _____ (parent/carer) on number _____.

I would like to discuss the following learning/support needs about my child and/or would like more information about:



3-Way Conferences INTERVIEW BOOKING FORM

Please return to your child's class teacher by Thursday, March 1

Child's Name: _____ Class: _____ 4F and 4D _____

Parents/Caregivers name(s): _____

Please select 3-5 suitable times below by indicating

1 = first preference, 2 = second preference, 3 = third preference etc.

DATE/Teacher: Monday March 12 - Mr Shane Doherty & Mrs Amanda Fowler (Year 4 Collaborative Classroom)

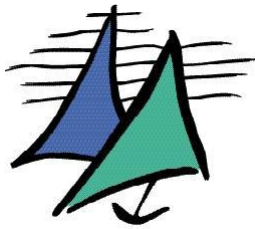
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- A 3-way phone. Please call _____ (parent/carer) on number _____.

I would like to discuss the following learning/support needs about my child and/or would like more information about:



3-Way Conferences INTERVIEW BOOKING FORM

Please return to your child's class teacher by Thursday, March 1

Child's Name: _____ Class: _____ FL _____

Parents/Caregivers name(s): _____

Please select 3-5 suitable times below by indicating

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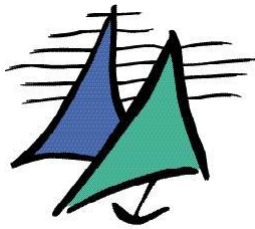
DATE/Teacher: Friday March 16 – Mrs Tina Lawson

Times	
8.30 - 9.00	
9.00 - 9.30	
9.30 - 10.00	
10.00- 10.30	
10.30-11.00	
11.00-11.30	
11.30-12.00	

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- A face-to-face interview in the School Administration Building.
- A 3-way phone. Please call _____ (parent/carer) on number _____.

I would like to discuss the following learning/support needs about my child and/or would like more information about:



3-Way Conferences INTERVIEW BOOKING FORM

Please return to your child's class teacher by Thursday, March 1

Child's Name: _____ Class: _____ FV _____

Parents/Caregivers name(s): _____

Please select 3-5 suitable times below by indicating

1 = first preference, 2 = second preference, 3 = third preference etc.

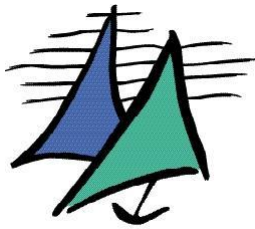
DATE/Teacher: Friday March 16 – Mrs Tracey Varley-Mitchell

Times	
12.00-12.30	
12.30-1.00	
1.00-1.30	
1.30-2.00	
2.00-2.30	
2.30-3.00	

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- A face-to-face interview in the School Administration Building.
- A 3-way phone. Please call _____ (parent/carer) on number _____.

I would like to discuss the following learning/support needs about my child and/or would like more information about:



3-Way Conferences INTERVIEW BOOKING FORM

Please return to your child's class teacher by Thursday, March 1

Child's Name: _____ Class: _____ 1H _____

Parents/Caregivers name(s): _____

Please select 3-5 suitable times below by indicating

1 = first preference, 2 = second preference, 3 = third preference etc.

DATE/Teacher: Monday March 19 - Miss Chloe Hearn

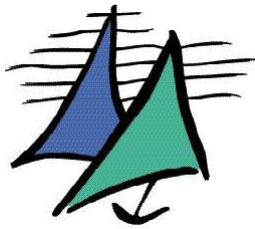
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- A 3-way phone. Please call _____ (parent/carer) on number _____.

I would like to discuss the following learning/support needs about my child and/or would like more information about:



3-Way Conferences INTERVIEW BOOKING FORM

Please return to your child's class teacher by Thursday, March 1

Child's Name: _____ Class: _____ 1S _____

Parents/Caregivers name(s): _____

Please select 3-5 suitable times below by indicating

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DATE/Teacher: Monday – March 19 – Mrs Jenni Smith

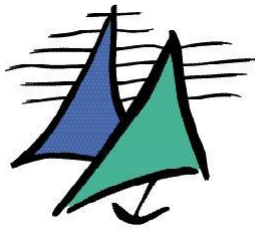
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- A face-to-face interview in the School Administration Building.
- A 3-way phone. Please call _____ (parent/carer) on number _____.

I would like to discuss the following learning/support needs about my child and/or would like more information about:



3-Way Conferences INTERVIEW BOOKING FORM

Please return to your child's class teacher by Thursday, March 1

Child's Name: _____ Class: _____ 2K _____

Parents/Caregivers name(s): _____

Please select **3-5** suitable times below by indicating

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DATE/Teacher: Friday March 23 – Mrs Mary Pearce

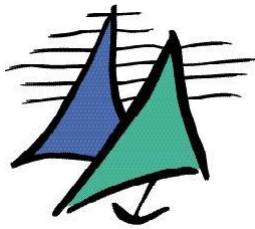
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- A 3-way phone. Please call _____ (parent/carer) on number _____.

I would like to discuss the following learning/support needs about my child and/or would like more information about:



3-Way Conferences INTERVIEW BOOKING FORM

Please return to your child's class teacher by Thursday, March 1

Child's Name: _____ Class: _____ 1/2M _____

Parents/Caregivers name(s): _____

Please select **3-5** suitable times below by indicating

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DATE/Teacher: Tuesday March 20 – Mrs Corinna Mace / Mrs Lee Robson

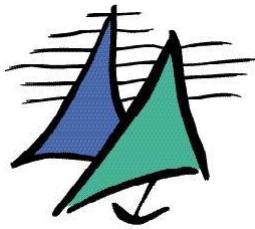
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3-Way Conferences INTERVIEW BOOKING FORM

Please return to your child's class teacher by Thursday, March 1

Child's Name: _____ Class: _____ 3S/3T _____

Parents/Caregivers name(s): _____

Please select 3-5 suitable times below by indicating

1 = first preference, 2 = second preference, 3 = third preference etc.

DATE/Teacher: Wednesday March 21 – Miss Tahlia Stafford and Miss Natasha Sconfienza (Year 3 Collaborative Classrooms)

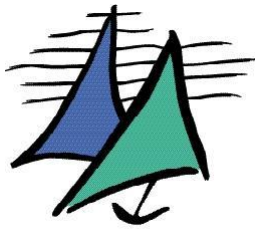
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3-Way Conferences INTERVIEW BOOKING FORM

Please return to your child's class teacher by Thursday, March 1

Child's Name: _____ Class: _____ 2B _____

Parents/Caregivers name(s): _____

Please select **3-5** suitable times below by indicating

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DATE/Teacher: Thursday March 22 – Ms Vanessa Bain/Mrs Kate Shook

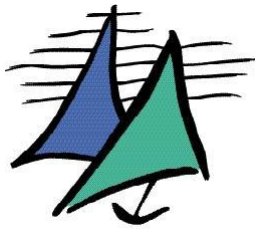
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3-Way Conferences INTERVIEW BOOKING FORM

Please return to your child's class teacher by Thursday, March 1

Child's Name: _____ Class: _____ KBC _____

Parents/Caregivers name(s): _____

Please select **3-5** suitable times below by indicating

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DATE/Teacher: Thursday March 22 – Ms Kirra Boulton/Miss Talia Clough

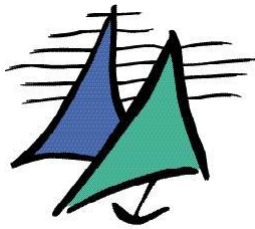
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Merimbula Public School



3-Way Conferences INTERVIEW BOOKING FORM

Please return to your child's class teacher by Thursday, March 1

Child's Name: _____ Class: _____ 6K _____

Parents/Caregivers name(s): _____

Please select **3-5** suitable times below by indicating

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DATE/Teacher: Tuesday March 20 – Mr Ben Kirk

Times	
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9.45 - 10.00	
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I would like to discuss the following learning/support needs about my child and/or would like more information about:

Parent-Teacher-Student "3 Way Conferences" Confirmation

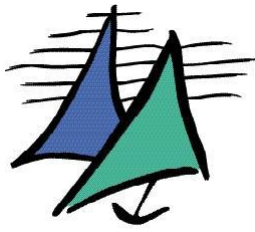


Education

PO Box 48
Merimbula NSW 2548
Ph: 64951266 FAX: 64953239
merimbula-p.school@det.nsw.edu.au



Proud to be part of the
Sapphire Coast Learning
Community!



3-Way-Conferences Confirmation Slip

Friday, March 2.

Dear Parent / Caregiver,

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

_____ on the following date: _____ .

Our meeting will take place from _____ am/pm.

It will take place for approximately _____ minutes and it will be a **phone/face-to-face** interview. (For face-to-face interviews, please present to the front office by your scheduled time).

I look forward to talking with you and your child about his/her learning.

Yours sincerely,

Signed - Classroom Teacher/s: