22nd February 2016

Re: Parent/Teacher Information Sharing

Parent/Teacher information sessions will be offered on Wednesday 2nd March 2016. (Week 6-Term 1) The purpose of this session is to share information about student’s work habits, initial assessments and observations.

This time is also a good chance for parents to provide teachers with any information that is relevant to their child’s school life.

- **Traveller** (Mrs Gray/Mrs White) – Wednesday 2nd March - 3:30pm – 6:00pm
- **Westbrook** (Mrs Herrmann/Mrs Powter) – Wednesday 2nd March - 3:40pm – 6:00pm

While the teachers will make every effort to meet the request of all parents, times will be allocated along the lines of first in, will be given first preferences. Times allocated will be limited to 10 minutes.

Teachers will notify parents of their allocated time by the return slip at the bottom of this note. Please look out for the return slip in your child’s bag.

If the time allocated is unsuitable, contact your child’s teacher to make alternative arrangements.

Please return this request by Monday 29th February to your child’s teacher.

Parent Name: ___________________________ Student Name: ___________________________

Please choose 3 preferences from the options below:

- **Wednesday 2nd March**
  - 3.30pm
  - **Traveller only**
  - 3.40pm
  - 3.50pm
  - 4.00pm
  - 4.10pm
  - 4.20pm
  - 4.30pm
  - 4.40pm
  - 4.50pm
  - 5.00pm
  - 5.10pm
  - 5.20pm
  - 5.30pm
  - 5.40pm
  - 5.50pm
  - 6.00pm

I'm unable to attend this day. I will need to organise another day and time.
Preferred day: ___________________________
Time: ___________________________

Dear ___________________________

Your appointment time is confirmed for ___________________________ (time) for ___________________________ (student name), on Wednesday 2nd March, 2016.

Mount Hunter PS
Class Teachers