Thursday 14th July, 2016

Three Way Conferences – Prep to Year 6
Monday 25th and Tuesday 26th July, 2016

Dear Parents/Guardians,

As part of our Student Reporting process, you are invited to a Three Way Conference with your child and their class teacher on the afternoon and evening of Monday 25th July and Tuesday 26th July. The Three Way Conference provides a forum for you, your child and your child’s teacher to openly discuss and celebrate the learning and progress your child has made throughout Semester One and together positively discuss directions for their learning in Semester Two. The teachers will facilitate the Three Way Conferences, supporting the students and the parents by clarifying, elaborating and responding to specific questions about the student’s progress and learning. After the Three Way Conferences have been held, parents may feel that they wish to have follow up discussion on some issues with the teacher. If this is the case, parents will need to contact the teacher to make a mutually agreeable time to meet.

Specialist teachers for French, Visual and Performing Arts will also be available to meet with parents on Tuesday 26th July between 3.40pm and 6.30pm. As Mr Gilliland will be involved in his Year 1 class’ conferences, he will be unavailable on this evening to meet with parents to discuss students’ progress in Phys. Ed. If you wish to meet with Mr Gilliland at another time, we ask that you leave a message with the Office staff and Mr Gilliland will contact you to arrange an appointment.

Conference times will be scheduled mainly between 3.40pm and 6.00pm for Prep – Year 3 and 3.45pm and 7.00pm for Years 4 – 6. Conference times will be limited to 10 minutes for Prep, Years 1, 2 and 3 and 15 minutes for Years 4, 5 and 6. If you are booking appointments for more than one teacher, please ensure that you do not book back to back appointments. Please leave at least 10 or 15 minutes between each appointment, to give yourself time to get to the next meeting.

This year we are using Compass School Manager for the scheduling of appointments.
Go to Compass Home Page – Select Parent/Teacher Conferences or go via Community – Parent/Student/Teacher Conferences. Select the conference applicable to your child. Follow the prompts.

**BOOKINGS OPEN: FRIDAY 15TH JULY AT 4.00 PM**
**BOOKINGS CLOSE: FRIDAY 22ND JULY 5.00 PM**

On the days of the conferences all children who are waiting for their conference or for their parents and siblings, who are in attendance at a conference, will be required to go to the Performing Arts room where they will be supervised. We ask that children are not left alone on the adventure playgrounds or the oval.

If you are unable to arrange a time for a Three Way Conference on these afternoons or evenings, please phone the school to arrange an appointment at a mutually convenient time to you and the teacher.

Your child and their class teacher are currently spending time in class preparing for the Three Way Conference and are looking forward to meeting with you. We hope you enjoy this experience of celebrating and sharing in your child’s learning and progress.

Yours sincerely,

Barbara Maclarn
Assessment and Reporting Coordinator