

2015 TERM 1 PARENT-TEACHER INTERVIEWS

11 February 2015

Dear Parents and Caregivers,

In just over three weeks time the school will be holding parent-teacher interviews. We have decided to have an interview earlier in the year so teachers and parents to get the opportunity to talk about the year ahead and together work in the best interests of the child.

We urge all families to participate in these interviews and have set aside two afternoons for these to occur.

Monday 2 March	2.15 pm – 5.30 pm	6.15 pm – 7.30 pm
Tuesday 3 March	2.15 pm – 7.00 pm	

You can request an interview in one of three ways:

1. Using a link from our school website you can select the day and time that best suits your family
2. Calling into the school office and getting office staff to select you a time
3. By sending back the return slip attached to this notice.

Option 1: Booking on the Website (the preferred option)

Go to our school website www.gms.school.nz and click on the 'Parent – Teacher Interviews 2015' tab. There you will see instructions to take you to the interview booking website, along with the necessary code for booking dates and times at our school (remember to use the school code which is 'SJY56').

Once your booking is completed you will receive an email confirming your interview. These details can be rescheduled if your availability changes. This link will come live from 9.00am Friday 13 February. Please note if you complete the online booking, **do not** send back the return form attached to this notice.

Option 2: Call into the office and get staff to make a booking for you (please try and avoid busy times of the day)

Option 3: Return the Attached Form on the back

Please complete the slip on the reverse of this page and return by Thursday 24 February. You will be notified of your confirmed interview time once it has been entered. Every effort will be made to timetable interviews at a satisfactory time for you. Where this is not possible, remember the staff are available anytime to discuss your child's progress and achievements.

Other Information:

A number of children switch teachers for their Mathematics lessons. We will organize interview times for parents who wish to talk to their child's Maths teacher on Thursday 5th March. These bookings can be organized also by booking on-line, or by sending back the return form.

Because of the interviews **school will close early at 2.00 pm on both Monday 2nd and Tuesday 3rd February.**

Regards

Mark Johnson
Principal

RETURN SLIP - Return to Your Eldest Child's Teacher

MID YEAR REPORTING INTERVIEWS

Please return by this **Thursday 26 February** Tick as many time slots that suit:

Monday 2 March ___ Afternoon ___ Early evening

Tuesday 3 March ___ Afternoon ___ Early evening

Child's name _____ Room No: _____

Sisters and/or Brothers Names and Room Numbers (if applicable):

Room No: _____ Name _____

Room No: _____ Name _____

Room No: _____ Name _____

Parents/Caregiver's Name _____ Signed _____

Mathematics Interview for Thursday 5 March required (if your child's teacher is not their classroom teacher):

YES / NO

Time available 5 minutes only (please tick the time period/s that you prefer):

3.15 – 3.45 () Teacher name(s) _____

3.45 – 4.30 () Teacher name(s) _____

4.30 – 5.15 () Teacher name(s) _____