8 August 2016

PARENT/TEACHER/STUDENT INTERVIEWS YEARS Prep – 4 WALLER STREET CAMPUS

Dear Parents/Guardians,

Interviews will be held for all students in Years Prep-4 at the Waller St Campus on **Tuesday 23rd August from 4pm to 7 pm**. Students are required to attend the interview with you.

Parent/Teacher interviews provide an important time when families can speak to their child’s teacher to discuss academic progress and social emotional development.

To reduce waiting time, an appointment system will operate.

Appointments can be made through an online booking system. Instructions for booking interviews are attached.

Parent/Teacher Interviews are important in gaining information about your child’s progress and how you can assist them with their future learning. I therefore urge you to make a time to meet with your child’s teacher.

We realise families may experience problems or may not be able to make this appointment online. We are very happy to assist you with any problems you may have in making an appointment. Please speak to your child’s teacher to assist you with this. We hope to make this process as easy as possible.

We look forward to your support and participation in the Parent/Teacher interviews. If you have any queries, please contact your child’s teacher or Campus Principal.

Yours sincerely,

Heather Leary
Assistant Principal

Barbara O’Brien
Benalla P-12 College Principal
Booking Parent/Teacher Interviews  
Waller campus

To book parent teacher/interviews go to:

http://www.schoolinterviews.com.au

Enter the event code **rbfee** in the space on the homepage and press ‘go’.

You will be prompted to enter

- Your full name
- Email address
- Student year level
- How many students you are booking for
- Student name/s

You can then select the appointment times you would like for the relevant teachers. Teacher locations appear in brackets in your confirmation email.

An email, listing your interview times, will be sent to your nominated email account.

If, for any reason, you cannot make a booking online, please contact your child’s teacher.