



Whitfield State School Parent Teacher Conference

Tuesday 10 September 2019

Wednesday 28 August and Thursday 29 August (3/4E only)

Monday 9 September to Friday 13 September (4H only)

You can now book conferences at times that suit your family best.

For parents who don't have access to the internet at home, at work, a friend's house or on their phones, please contact the school on 4034 7333 and we will organise your interview time with you.

Go to www.schoolinterviews.com.au and follow the simple instructions below

Bookings close: Monday 9 September at 12.00pm

MAKE A BOOKING

Enter the code **wjgzm**



Enter your details



Select the teachers you wish to see



Select the appointment times that suit you



When you click **finish**, your interview timetable will be emailed to you automatically - **check your junk mail folder** if you do not receive your email immediately.

Interviews are strictly 10mins with a few minutes for transition. Conference spaces are limited. If you require more time, or there are no meeting slots available, please contact your teacher directly to make alternative arrangements.

REMEMBER TO ADD YOUR APPOINTMENTS TO YOUR CALENDAR - **reminders will not be sent home.**

Bookings must be finalised by 12.00 noon on Monday 9 September 2019

If you need to view, cancel, change or print your bookings:

- Click on the link in the confirmation email you received after you made your bookings
- OR return to www.schoolinterviews.com.au and enter the code and the email address you used when making your bookings.

Information about Parent Teacher Conferences

- Students are welcome to participate in Parent Teacher Conferences, however they are expected to be dressed in their Whitfield State School uniform and to be seated and settled quickly with their parents/carers. This is a formal process to help with improving a student's school learning; it is not a social occasion.
- A timer system will be used to ensure that all appointments are kept at a strict 10 minutes for equity purposes and out of courtesy to all the other parents who have put aside time to participate.
- The school principal will indicate through a speaker system when each appointment is coming to an end. It will be much appreciated if all parents and students then move out of the LRC immediately to allow for the next scheduled parents to come in for their appointment.
- Thank you to all parents for being on time for your scheduled appointment. We will not be able to reschedule.
- The Parent Teacher Conferences, because of limited time, will not be broad-ranging discussions but will deliberately focus on a small number of learning goals for each student. Parents are welcome to indicate to their child's class teacher whether they would need to have a more detailed follow up Conference / meeting about other issues to do with their child's learning.
- A comprehensive written report about their child's academic and general school progress will be forwarded home to parents at the end of the semester.