

Monday 11 March 2024



Hurstville Public School
Forest Road
HURSTVILLE NSW 2220

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3 Way (Parent / Teacher / Student) Conference

Dear Parents and Carers,

3 way (Parent / Teacher / Student) conference will be held over Weeks 9 and 10 of Term 1. A 3 way conference actively involves parents, students and teachers to reflect on student progress and set future goals/targets. It is a process that acknowledges the most important participants in the learning process - student, teacher and parent.

To book a time with your class teacher that is convenient for you, please go to www.schoolinterviews.com.au and complete the following steps for your child:

1. Enter the Event Code: **zwu3g**
2. Fill in **your name, your email** and **your child's name**.
3. Choose your child's class teacher.
4. Choose a time which suits you.
5. When you click *finish*, your interview time will be emailed to you automatically.
6. You can return to the website at any time and change your interview times.

Please be advised that online bookings will need to be completed by **Friday 22 March at 3:30pm, when the online booking system closes**. After this time, you will need to contact your child's teacher by phone or written note to arrange a time.

If you require an interpreter, **DO NOT** book online. Instead, **please fill out the slip below**.

Interpreter interviews will be conducted on **Wednesday 3 April** between 9:00am and 3:00pm. If you require interpreter interviews with teachers of more than one child, we will try to put them in adjoining time slots. We will advise you in writing of your interpreter interview time.

If you do not have access to a computer or you are having trouble with the online booking system, please see your child's class teacher or the office for assistance.

Kind regards,

Mr Mark Steed
Principal

HPS Interpreter Interviews ONLY – DO NOT BOOK ONLINE

If you require an interpreter for your 3 way conference, please fill out the following information and return to your child's class teacher by **Friday 22 March**.

Parent Name: _____

Child's Name: _____ Class: _____

Child's Name: _____ Class: _____

Child's Name: _____ Class: _____

Language of interpreter required: _____