



SECONDARY PARENT TEACHER INTERVIEWS

When	Tuesday 12 June
Time	8.45am – 8.30pm (7 minute interview slots)
Who should attend	Every student MUST attend with at least 1 parent of guardian, and MUST bring their College Planner with them

How to book interviews:

1. Go to www.schoolinterviews.com.au
2. Enter the Event Code: 6aa83
3. Follow the prompts

NOTE:

- Year 11-12 parents can book interviews from now until the day itself. Year 7-10 parents can begin making bookings from Monday 14 May until the day itself.
- When entering your child/s name, please type both their Christian and Surname.
- If you do not have access to the internet a Kiosk is available at the school and you can make your appointments at the front office.

Are there normal lesson on this day?

No. Students only attend school when they are with their parents for the interviews.

Is there any supervision on this day?

If a student requires supervision the Theatre will be supervised for watching suitable DVDs and the Library will be open for Seniors only.

Any further information

When parents and teachers communicate well with each other, children benefit and are more likely to have success at school. Although everyone has very busy schedules, the best way to really focus on your child's progress is in a face-to-face meeting. The parent-teacher interviews provide this opportunity and are an important step in creating positive home and school communications.

The idea behind regular interviews is for parents and teachers to work as a team. Parent involvement in education is a powerful force, and annual or semi-annual parent-teacher conferences guarantee that every parent is at least involved to some extent.

Of course, parent-teacher interviews make a lot of parents nervous. Even if you're pretty sure that your child is having a good year, it may seem that he/she – and therefore you – are on trial. And if you know that your child is having problems, you might well dread the idea of talking face-to-face with a teacher. However, there's a good chance that the teacher is a bit nervous, too. After all, teachers also feel responsible for any problems a child may be having.



How to prepare for the interview

- a) Make a list of any general or specific questions that you want to ask your child's teacher(s).
- b) Ask your child what he/she would like you to ask or tell his/her teacher.
- c) Think about any specific information you will need to let the teacher know, e.g.. any home or family changes that the teacher needs to be sensitive to, any health issues that affect your child, any recent family deaths or dramatic changes that have had an impact on your child.
- d) Consider what special things you would like the teacher to know about your child.

During the interview

- a) Do your best to be on time for your interview. In order to fit everyone in, teachers have to stick to a fairly tight schedule during the interview hours. If you have to cancel your appointment, phone the school to let them know and you can re-book for another meeting date.
- b) Begin on a positive note. Mention something that your child enjoys about the subject or the particular class they are in.
- c) Make sure that you check up on your child's social interactions at school as well as his/her academic progress. Ask the teacher how your child gets along with others and if there is anything in particular that you should know about his/her social and emotional progress. Also, ask about your child's work habits, behaviour, participation and learning style.
- d) Let the teacher know your child's interests, hobbies, strengths and areas where he/she needs extra encouragement.
- e) Refer to your list of questions to make sure that you haven't left anything out.
- f) Don't hesitate to make notes while the teacher is talking so that you will remember what he/she said once you get home.
- g) Ask the teacher about the classroom rules and discipline, homework procedures and overall expectations for students.
- h) If the teacher raises problems, don't get angry or defensive. Remember that talking together about problems is the best way to make sure that problems are addressed and that your child has the support he/she needs to make improvements. Ask questions, share ideas that have worked for you at home and be an active part of planning ways to make things better.
- i) Ask the teacher what is the most important thing you can do at home to support your child's learning.
- j) End the conference on a positive note.



After the interview

- a) If your child was not at the interview, speak honestly with your child about the discussion you had with his/her teacher. Let him/her know both the positives and any problem areas that were discussed, as well as plans that you and the teacher made to help your child make improvements.
- b) Start right away on any plans for improvement and be very consistent. This helps show your child that you consider them important and that everyone (parent, teacher and child) can work together to make positive changes. It also models for your child how to take on problems and turn them around.
- c) If you have a partner or spouse who was unable to attend the conference, fill them in on the information as soon as possible.
- d) Keep in regular contact with the teacher. As a matter of course, phone the teacher after two or three weeks as a follow-up to the meeting and to check up on how things are going.