16th May 2013

Dear Parents,

The Parent Teacher Meetings for all years are rapidly approaching. These meetings will be held on the following dates:

- **Wednesday 29th May**: Years 11 and 12 from 2.30pm
- **Monday 17th June**: Years 7 and 9 from 2.30pm
- **Wednesday 26th June**: Years 8 and 10 from 2.30pm

**Bookings for Parent Teacher Meetings can be done using an ONLINE BOOKING SYSTEM.** Instructions on how to access and use the online booking system are on the school website. You will be informed of the event code via SMS about 2 weeks prior to the meetings.

The timetable of the school day will be altered on these days to accommodate the early start of the interviews. Periods will be shortened and all students will be dismissed from school at 2.00pm. Supervision will be available until 3.10pm for students who are not able to leave at this time.

Should your daughter require supervision at school from 2 – 3.10pm, please complete the slip below, or download and print the slip if you are reading this via our website, and return it to Mrs Suellen Lawrence, Deputy Principal, by 9.00am on the morning of the relevant parent teacher meeting. The slip should be placed in the box outside Mrs Lawrence’s office.

I look forward to seeing you at your daughter’s Parent Teacher meeting.

Yours sincerely,

Mrs Susan Bridge
Principal

Please indicate the day/s on which your daughter will require supervision

☐ Wednesday 29th May 2013
☐ Monday 17th June 2013
☐ Wednesday 26th June 2013

Student's Name __________________________ Roll __________

My daughter __________________________ of roll class __________ will require supervision at school between 2pm and 3.10pm during the Parent Teacher Meeting time.

Signature: __________________________ Date: __________________________

Parent/Guardian