

{Date}

Dear Parents/Carers

Regarding: Parent/Teacher Interviews

We have scheduled a Parent/Teacher interview afternoon to allow you to consult with the teachers of your son/daughter. This has been arranged for {Date}. On this day, from {Start time} until {End time}, as many teachers as possible will be available for interview by appointment. Interviews will be conducted in the {Location} and are of {Duration} minutes duration.

To co-ordinate the interviews we have employed an online booking system to assist parents in securing their preferred interview times. The procedure is as follows:

- If you wish to see any of your child's teachers, you need to secure an appointment time using this system. If you do not have access to the internet your local library may be able to help, or alternatively you can call the school office.
- The booking system will only be accessible from {Date and time parents can begin accessing} through to {Date and time that parents can no longer make bookings}. No interview requests will be accepted outside of these times.
- In your web browser type in the school website {your school website URL} and when this appears click the link for 'Parent-Teacher-Interviews'.

Teachers may request an interview with you if they feel there is a matter of importance which should be discussed. Please refer to your child's {term/semester-report-name} where a parent interview may have been requested.

We encourage your child to accompany you to the interview as this often assists the discussion and clarification of outcomes.

{name}
Principal