Dear Parents/Guardians,

**Getting Acquainted Discussions 2011**

As part of our formal communication processes at Berwick Fields Primary School we will be having a ‘Getting Acquainted’ evening on Wednesday 23rd February from 3.30pm to 8pm.

We invite you to come along and meet with your child’s teacher for a 10 minute discussion. This discussion will provide an opportunity for you to:

- Share information about your child so that the teacher has a comprehensive understanding of their individual circumstances
- Assist the teacher in identifying the personal learning needs of your child
- Ask any questions that you may have regarding the school’s programs and curriculum.

As this evening will occur early in the term it is important to understand that the purpose of this discussion is for the teacher to become acquainted with your child and family. **On this occasion the teacher will not be reporting on your child’s academic progress.**

This year we are trialling a new online system for booking an interview time. You will now be able to book your child/ren(s) interviews from the comfort of your own home and get instant confirmation. You will also receive an email confirmation of your time so that you cannot forget, as well as the flexibility to logon to change or check your interview details at any time.

The details to book your Getting Acquainted Discussion are attached below. If you do not have access to the internet you are more than welcome to contact your teacher or our office directly on 8786 9988 and they will book you in personally through the system.

**School Interviews Login Details**

2. Enter School Event Code into the bright green box: JJP6T
3. You will then be guided through three simple steps, and a few moments later you will get an email confirming your interviews.

    All you need to know are your teachers’ names! It is that easy!!

We look forward to reducing the workload and paper usage by this new system and we hope you find this process user friendly.

Regards,

Amanda Ellaby

*Assistant Principal*