14 February 2017

Dear Parents and Caregivers,

Parent – Teacher Interviews Term 1

I am writing to inform you of the dates for Junior School Parent Teacher Interviews for Term 1 2017 and to advise that interview times may be booked by logging into the Parent Portal in Sentral (www.sentral.inaburrastaff.nsw.edu.au/portal/login). If you have forgotten your password, click on the “Forgot Password” link to reset it, or if you have lost your family key, a new one can be obtained by emailing the school at school@inaburra.nsw.edu.au. Bookings can only be made once the booking session opens at 3:00pm on Tuesday 14 February.

If you have not yet registered for the Parent Portal, you can create an account by simply going to www.sentral.inaburrastaff.nsw.edu.au/portal/register, and creating an account using an email address and password of your choosing. Once the account is created, you will need to log in and use the Family Access Key as provided by the school via an email, to link the students in your family to this account. A link to the booking section for the parent interviews will be on the front page when the booking session opens and it should automatically list your children and the available booking slots.

Please note that the booking session will go live from 3:00pm on Tuesday 14 February.

Parents should come prepared to provide any relevant specific background information about their child of which they feel the teacher may not be aware. It would also be wise to prepare any simple questions you may have beforehand. Please note that interviews will be ten minutes only in duration. The primary purpose of this interview is for the teacher to gather information about your child that may be useful in supporting their learning. Please visit your Year group or Stage blog before you attend, locate the Parent Information Google form and complete and submit it online. This will assist your child’s teacher in preparing for the meeting. If a longer interview is required this can be scheduled on any other day at a time suitable to both teacher and parent. The next formal opportunity for parent interviews will occur late in Term 2 following the release of the Semester 1 report and assessment portfolio.

Interviews will be held on Tuesday 21 February and Thursday 23 February in Week 4 of Term 1, commencing at 3:00pm and with the last interview scheduled for 6:00pm. All interviews will take place at teacher stations in the new Stage 3 Learning Centre. A waiting area will be provided adjacent to the lift on level 5 and tea and coffee will be available. From 10:30pm on Monday 20 February the online registration period will close and after that you will need to contact the teacher directly to make a booking.

Specialist teachers Mrs Lee (leeb@inaburra.nsw.edu.au - Music), Miss Lin (linr@inaburra.nsw.edu.au - Mandarin), Mrs Agren (agrenc@inaburra.nsw.edu.au – K to 2 PDHPE) and Mr Tolhurst (tolhurstm@inaburra.nsw.edu.au – Years 3 to 6 PDHPE) will be available for ten minute interviews between 3:00pm and 5:00pm on Tuesday 21 February. Should you have queries for them, please email them in the first instance and if the question requires more than a telephone call or email response they will book a mutually convenient time with you.

Yours sincerely,

Mr Andrew Coote
Head of Junior School