



CLEAR SAILING AHEAD



Dear Parents

### Parent Meetings and Early Closure – 28 February 2018

As part of Ocean Reef Primary School's goal of improving feedback on your child's achievement, we would like to conduct an individual Parent & Teacher Meeting on **WEDNESDAY 28 February 2018** with you. This is part of our reporting to parents procedures.

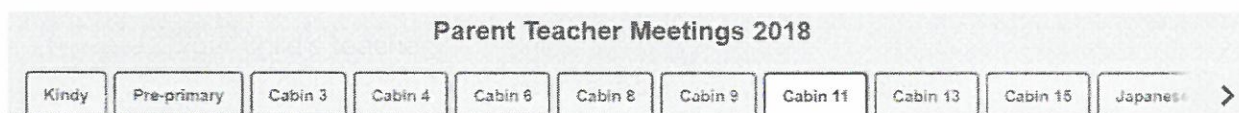
The purpose of this meeting is to provide a 10 minute opportunity for you to:

- meet your child's teacher;
- discuss your child's start to the year, academically and socially;
- discuss any specific needs that they may have;
- discuss their initial assessments; and
- set goals for their progress in 2018.

The normal school timetable will be suspended from 12.40pm and your child will need to be collected from school at this time. We do appreciate that collecting your child at this time is not possible in all cases and, should that be the case, provisions will be made to supervise your child at school until the end of the day. Please contact the school if supervision is required so that we can ensure we have appropriate staffing in place.

In order to book a timeslot we are using a *Sign Up Genius*. This is an online booking system that will allow you to book the appointment at a time that is convenient to you. The link for the website is: <http://bit.ly/ORPS2018>

Once you have arrived at the website you will see a list of tabs at the top of the screen. A lists of all of the cabins will show at the top.



The SignUp will be available to book from 8:45 on Monday 19 February until 10pm on the 27<sup>th</sup> February. Once you have selected your appointment time you will be asked for your email address, name and child's name; this is so that your appointment time can be confirmed.

All of the interviews will take place in the **Chartroom** rather than your child's normal cabin. I would suggest arriving shortly prior to this time as teachers will be trying to keep to their schedule. Your child and other siblings are welcome to attend the meeting although I would ask that they remain under your direct supervision during the meeting and whilst they are on site.

There may be times when the conversation requires more than the allocated 10 minutes. In order to be fair to all parents, your child's teacher will be happy to arrange a follow up meeting at a mutually convenient time.

In addition to your child's cabin teacher our specialist PE, Science and Japanese teachers will be available if you wished to talk to them about the courses they are offering this year.

I would also ask that you arrive at the Chartroom a little before your time as we are also going to ask parents to complete a school survey.

Please contact the Bridge if you have any other questions regarding the Parent & Teacher Meetings.

Yours faithfully

**Peter Blackwell**  
Principal  
9 February 2018

**PARENT & TEACHER MEETING  
CHILD SUPERVISION**

**WEDNESDAY 1 MARCH 2017**

Please return to your Cabin Teacher by **Friday 24 February**

**Child's Name** ..... **Cabin** .....

I require supervision for my child between 12:00 and 2:30pm

Signed ..... Date .....