September 2014

Dear Parents/Carers

Regarding: Parent/Teacher/Student Interviews

Please find enclosed your child’s progress report for Term 3. The college greatly values being able to meet with parents and students to provide feedback on progress, discuss strategies for further improvement and set new learning goals.

To facilitate these discussions we have scheduled Parent/Teacher/Student interview day on Tuesday 16 September to allow you to consult with the teachers of your child. Interview times will be available from 12pm until 8pm. All teachers will be available for interview by appointment. Interviews will be conducted at the College and are of 10 minutes duration. There will be no formal classes at the College on this day however it is expected that the students will attend the interviews.

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

- If you wish to see a teacher/s, you need to secure an appointment time using the CDSC Portal. 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 for assistance.
- The booking system will only be accessible from 19 March through to the day prior to the interview. No interview requests will be accepted outside of these times.
- In your web browser type in the address portal.cdsc.vic.edu.au
- Please log into the school Portal with your personal username and password. This information can be found in the letter included with your report pack.
- Please click on the link to Parent Teacher interviews which can be found on the left hand side of the home page.

Teachers may have requested an interview with you if they feel there is a matter of importance which should be discussed. Please refer to the interim report for this information. We encourage you and your child to attend the interview together.

Please note that this format differs from usual and that no formal classes will be held on that day, if you require your child to have supervision during the normal school day, please contact the main office.

Yours Sincerely

[Signature]

Sherallen Smith
Acting Principal