



**PHILEMON WRIGHT and HADLEY JUNIOR HIGH SCHOOL**

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**Parent-Teacher Interviews – Request for Interview Form  
Spring 2013**



Different dates for each school  
Hadley = Thursday, March 28, 5:30 – 8:30 pm  
PW = Thursday, March 21, 5:30 – 8:30 pm  
Location: Cafeteria

Dear Parents/Guardians of Hadley and Philemon students,

I hope this finds everyone well. With the end of Term and the receipt of your teen's report card, we offer you the following information and structure for our Parent-Teacher Interview night.

- Parent-Teacher Interviews will take place in the school cafeteria.
- Teachers will be located alphabetically and seating will be provided for those waiting for appointments.
- To alleviate line-ups at interviews, please have your son/daughter arrange appointment times with his/her teachers using this sign-up sheet.
- Students should approach teachers during the next two weeks of school to establish the meeting time.
- Students will record the appointment time on this sheet and bring this sheet home for your reference.

I ask parents/guardians to please bring:

- this appointment sheet with you on interview night
- a copy of your teen's report card
- a list of questions or concerns

In order for this system to function efficiently, your co-operation is required in respecting the 7 minute time frame allocated. If more time is required, please arrange for a telephone/email conference with the teacher. If a situation arises where more time is needed - I ask parents/guardians to contact an Administrator to set-up a meeting.

We are committed to fostering a positive and open line of communication with our parents/students/guardians. Therefore, if a parent/guardian cannot attend interview night we invite parents/guardians to contact staff at their convenience.

I am looking forward to seeing everyone interview night.

Respectfully,

Terry Kharyati  
Principal

Please see reverse side of this document to indicate which of your child's teacher you would like to book an appointment with for Parent-Teacher Interviews.



**Parent-Teacher Interviews** can raise anxiety levels for staff, students and parents. We believe the purpose of our Interview night can be highly beneficial to your teen's school year success. Here are some suggestions to make Interview night a positive and rewarding experience:

1. **More time needed:** If a further meeting is needed it can be easily scheduled and will give both parties a chance to speak their perspectives in a safe and time-friendly environment. Please email/call/see an Administrator to set things up.
2. **Make a list of questions:** We suggest your questions be specific and organized in order of importance. For example:
  - Do you have any concerns about my teen's skill level?
  - Does my teen have difficulty listening to or following instructions?
  - Does my teen find it challenging to stay on task?
  - Does my teen have difficulty organizing his/her notes, class work, stories and so on?
  - Does my teen have friends and get along with his/her classmates?
3. **Be prepared to share:** Is your family dealing with a stressful situation, such as a divorce, a serious illness or a death? That stress may be having an impact on your teen's learning and behaviour at school – something her/his teacher should know about.

**STEP 1: What Parents Must Do**

Please write down the names of teachers, counsellors and administrators with whom you wish an appointment. Have your teen bring this to school. Students will ask the teachers listed below for an appointment time.

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

**STEP 2: What Students Must Do**



Hadley = Thursday, March 28, 5:30 – 8:30 pm  
 PW = Thursday, March 21, 5:30 – 8:30 pm  
 Location: Cafeteria

Please speak to the teachers whom your parents would like an appointment with.  
 Record the appointment time below. Return this sheet to your parents.

TIME	TEACHER	TIME	TEACHER
5:30-5:37		7:14-7:21	
5:38-5:45		7:22-7:29	
5:46-5:53		7:30-7:37	
5:54-6:01		7:38-7:45	
6:02-6:09		7:46-7:53	
6:10-6:17		7:54-8:01	
6:18-6:25		8:02-8:09	
6:26-6:33		8:10-8:17	
6:34-6:41		8:18-8:25	
6:42-6:49		8:26-8:33	
6:50-6:57			
6:58-7:05			
7:06-7:13			

In order for this system to function efficiently, co-operation is required in respecting the 7 minute time-frame.

Parents/Guardians please bring:

- this appointment sheet with you on interview night
  - a copy of your teen's report card
  - a list of questions or concerns

If more time is required, please arrange for a telephone/email conference with the teacher.