



Banks Avenue School
91 Banks Avenue
CHRISTCHURCH 8061
Phone: 385 4163
Email: office@banksave.school.nz

9 December 2020

**NEW ENTRANT MEET THE TEACHER
Tuesday 2 February and Wednesday 3 February 2021**

Dear Parents or Caregivers,

The time for our first meet the teacher conversation for the year involving the teacher, parents and child has arrived. This learning conversation is the chance for your child and yourself to meet with the class teacher/s, to see the classroom set up for the year and to discuss your child's transition to school. This informal chat will give you the chance to share your aspirations for your child's learning, but most importantly to begin to build or to continue to develop a relationship with the class teacher/s. We ask that all parents or caregivers attend with their child.

The learning conversations will be of **20 minutes duration** and will be held on:

Tuesday	2 February	8.30 am - 7.30 pm
Wednesday	3 February	8.30 am - 4.30 pm

The organisation will be as follows:

1. The meet the teacher conversations are at 15 minute intervals and times will be strictly adhered to.
2. If you are not booking your learning conversation online please fill in the return slip on the back of this letter, **identifying a general time and not a specific time**. We will do our best to give you a booking within the timeframe you give us. Please complete one form only for your family.
3. We arrange a time within the scope you have given us and we send a notice home showing the exact time of your learning conversation.
4. **As in the past we only plan one meet the teacher conversation per child.**
5. As there is always a shortage of evening appointments we would appreciate you indicating an afternoon time if this is at all possible.
6. Bookings online – please follow the instructions on the next page.

At this meeting we will also have some documentation for you to complete and/or update for us.

Yours sincerely

Toni Burnside
Principal

Online bookings open on **Wednesday 9 December 2020**. Please go to www.schoolinterviews.co.nz and enter our **school code: 24k24** to book your learning conversation. Please follow the three simple steps to choose your booking time/s. You will then receive your booking confirmation back via email.

You only need to book one fifteen minute conversation per child. If you are needing to make another booking for a child in this group then please remember to arrange the next conference time with a fifteen minute gap so you have time to go from one room to the other.

OFFICE TO DO YOUR BOOKING

Please complete the slip below and return it to the school office as soon as possible to ensure we can give you a time to best suit you.

Online and bookings at the school office will close on Friday 29 January 2021.

RETURN THIS PORTION IF YOU ARE NOT BOOKING YOUR MEET THE TEACHER CONVERSATION ONLINE.

I/We will be available to attend the learning conversation/s during the following timeframe/s *(please tick)*

Tuesday 2 February 2021		Wednesday 3 February 2021	
8.30 am - 12 noon		8.30 am - 12 noon	
1.00 pm - 5.00 pm		1.00 pm - 4.30 pm	
6.00 pm - 7.30 pm			

Ruru: Rooms 1 Ms Aitken		Dudley: Room 20 Ms Thompson and Ms Bourne	
Ruru: Rooms 2 Mrs Morganty		Kuaka: Room 23 Miss Willans	
The Nest: Rooms 9 and 10 Mrs Ford and Mrs Derrick		Roto: Rooms 24 and 25 Mr Bradley and Mrs Pannell	
Tui: Room 15 Ms Taylor		Awa: Rooms 26 and 27 Ms Walsh and Mr Hastilow	
Kiwi: Room 16 Ms Gold			
Kea: Rooms 17 and 18 Mrs King and Mrs Savage			

Please list below your child/ren's full name/s and team or room number:

Name:.....Rm/Team Name:.....Rm/Team

Name:.....Rm/Team Name:.....Rm/Team

Parent/Caregiver's Names (*of those who will be attending*) Mr/Mrs/Ms/Miss/Dr:

..... Telephone Number: