

VERBAL REPORT INTERVIEWS

Tuesday 12th May and Thursday 20th May 2021



Purpose

The purpose of the evening is to provide an opportunity for you as parents/caregivers to discuss your sons' or daughters' progress and achievement with their teachers. We encourage students to attend the interview as well, since the conversation will be about their learning.

What if a teacher is absent on the Verbal Report Evening?

The names of staff who will be absent on the day will not appear on the *School Interviews* website. Please contact them by phone or email at school if you have any questions or concerns. Alternatively contact your child's dean. If someone you wish to speak to is absent, please fill out a 'Request for Interview' form and place in the box in the foyer. The teacher concerned will contact you to make an appointment as soon as possible.

On the day, we will post a list of absent staff in the hall foyer.

Where do I go on the night?

Come to the hall foyer where staff and students' leaders will be present to help guide you. There will also be signs around the school to point you in the right direction.

Please note that you will find the following teachers at these locations:

- **Student Centre** Deans: Ms B Scott, Mrs C MacKay, Mrs Z Hedder, Mr D Keswell, Mr T Lyall Ms E Mulcahy
- **Careers Office** Careers Staff: Ms Ward, Mrs Faamalape

Our Careers team are available between 4-7pm and no appointment is necessary.

No appointment?

If for some reason you did not book an interview with a teacher, you are welcome to approach teachers on the day and see if they have any spare interview times for you. If you are unable to get an interview time, please fill in the form 'Request for Interview' in the hall foyer and someone will contact you as soon as possible.

Five minutes per interview: Not enough time?

Most secondary teachers teach around 150 students. This is why we have allocated five minutes for each interview. If you feel you need more time, please phone. We will be happy to arrange a longer interview at a later date.

Missed your appointment?

Sometimes this can happen. Please try to arrange a time with the teacher in question if the teacher happens to be free. Otherwise, please fill in the 'Request for Interview' form in the foyer and you will be contacted.

We hope you have an enjoyable and useful evening!