Dear Parent/Guardian,

Parent/Teacher Night is an opportunity for parents to discuss their child’s progress with their teachers. The next Parent/Teacher Night at Rouse Hill High School for 2012 will be held on **Monday 7th May** for **all year groups**. The evening will give parents an opportunity to discuss their child’s progress in all courses. Interviews will commence at **4:00pm** and conclude at **7:00pm**. Interviews will be 5 minutes long and held in the school hall.

**Bookings**

Similar to our previous Parent/Teacher Nights, there will be an online booking system. Parents can make bookings in a few minutes via the internet and then receive email confirmation of interview times.

- Enter the school code: **464AJ** (Note: this is different for every Parent/Teacher Night)
- Follow the 3 basic steps to make your bookings
  1. Enter your details
  2. Choose the subjects and teachers
  3. Choose from the available interview times

**NOTE: ONLINE BOOKINGS WILL CLOSE AT 2:30PM ON MON 7th MAY**

If you do not have internet access at home then bookings can be made by ringing the school and Office Administration Staff will make bookings on your behalf. Please have a list of your child’s subjects and teachers on hand to assist our staff.

On the night, it is vital that interviews are kept to a 5 minute time limit to allow staff and parents to keep to their scheduled timeslots. If you would like more time to discuss your child’s progress, then please make other arrangements with the relevant teachers.

Yours sincerely

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Richard Medcalf       Kim Chapman
Organising Teacher    Principal