



17 March 2017

Dear Parents/Caregivers

Parent interviews with your child will be held on Wednesday, 29 March, from 1.30pm – 7.20pm in your child's classroom. These interviews are an opportunity to discuss your child's achievement data and next steps with their class teacher.

We have an online booking system for your convenience. This will allow you to choose a time for the appointment which suits you. Please go to [www.schoolinterviews.co.nz](http://www.schoolinterviews.co.nz) and enter the event code v3ysa. You then need to follow the on-screen instructions to make your booking.

Alternatively, please send a note to your child's class teacher or contact the school office, indicating a suitable appointment time and they will complete the booking for you.

Classes will conclude at 12.30 pm on this day. However, the school will remain open. Should you wish your child to stay at school until 3pm, please complete the attached form, and return to your child's teacher. Buses have been advised and will now depart at the earlier time.

If you plan to collect your child between 12.30pm and 3.00pm to attend an interview, they will need to be signed out from the School Library.

We understand that for some parents Wednesday, 29 March may not be convenient. If this is the case please contact your child's teacher directly to schedule another interview time.

We would appreciate your support by not allowing your child to go to the mall, rather than either staying at school or going home.

The Glenfield Intermediate team look forward to meeting you.

Kind regards

A handwritten signature in black ink, appearing to read 'Mark Whitford', with a long horizontal flourish extending to the right.

Mark Whitford  
PRINCIPAL

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**F:** 09 443 4528

**E:** [enquiries@glenfieldint.school.nz](mailto:enquiries@glenfieldint.school.nz)

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Please return this request slip to the teacher by Tuesday, 28 March 2017

I request that my child stay at school until 3 pm on Wednesday, 29 March.

My child will be leaving school at 12.30pm on Wednesday, 29 March.

Student Name: \_\_\_\_\_

Room number: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_