4th December, 2012

Dear Parents,

At the beginning of the 2013 school year Teachers will commence formal duties on Tuesday 29th January.

The children will commence formal classes on Monday 4th February.

As has been our practice for the previous 4 years the three days at the commencement of term 1 are utilised for Professional Learning & planning for the staff and to allow the children to complete a selection of CEOM and school based Literacy and Numeracy formative assessment tasks. This allows teachers to plan the curriculum from a needs base perspective.

These assessments will be undertaken on the Thursday 31st January and Friday 1st of February 2013 before the children commence formal classes. The expectation is that children will attend an appointment on these days as the school year has officially commenced.

To assist us in the organisation we ask that you complete the attached form to arrange a session time for your child/children to come to school to work with their 2013 class teacher.

The duration of the session will be one hour for children in Grade 1 and 2 and half hour appointments for children in Grade 3, 4, 5 and 6.
We are hoping to complete as many of our assessments as possible in these 2 days to facilitate a productive start to the school year.

Please note that children commencing Prep in 2013 will not receive an appointment time as their assessments are conducted on the Wednesdays that they have as rest days and once they have settled. A note will be sent home informing you of the organisation at a later date.

Please complete the following form and return it to the office or current class teacher by the 14th of December 2012.

We will inform you of your allocated session time. We will endeavour to allocate a time as close as possible to the time selected (please be aware that there may be some variation due to demand).

Yours sincerely,

Robert Macklin & Maree Thomas
Principal & Literacy Leader

Name of child/children ____________________________

Year level in 2013 ____________________________

Please circle day and time.

My preference for an assessment time on ...Thursday 31st January 2013

Morning 9.00 am - 1.00 pm Afternoon 1.00pm - 5.00 pm

Friday 1st February 2013

Morning 9.00 am - 1.00 pm Afternoon 1.00pm - 5.00 pm

Signed: ____________________________