Dear Parents and Caregivers,

In some cases a parent or caregiver sharing relevant background information, such as family circumstances, medical or health information, can be invaluable to a teacher in catering for children with particular needs. At Jells Park Primary School we understand the sensitivity of such information, yet believe that a teacher can better cater for the individual needs of each child when they know all relevant information about children in their care. Parents are encouraged to share with their child’s teacher any background information they believe relevant to their child, which may influence their learning and/or wellbeing.

Please be assured that any information provided will be treated sensitively and with utmost confidentiality.

To facilitate this exchange of important information, a ‘Getting To Know Your Child’ Background Information pro forma is attached to this letter. The purpose of this pro forma is to provide an opportunity for parents of children with certain special needs or circumstances to inform their child’s current teacher of the relevant background information. Parents are invited to note any information relating to their child’s learning or wellbeing on the form and return it to school in a sealed envelope by Monday 18 February.

In the situation where such information is better conveyed personally, a ‘Getting To Know Your Child’ Interview will be available on Monday, 25 February 2008. Those parents who feel they would like to share relevant background information about their child in person are invited to indicate their request for an interview and preferred time on the attached form and return it to school by Monday 18 February.

Gillian Brookes
Principal
Child’s Name: ____________________________ Grade: __________

Person completing form: ____________________________ Relationship to student: _________________

1. Please detail any academic strengths/concerns you believe your child demonstrates, for example: Mathematics, English-Reading/Writing, Science.  
   Parent Comment: 

2. Do you have any concerns regarding your child’s social or personal development?  
   Parent Comment: 

3. Do you wish to comment on any of your child’s characteristics and how they relate to others at school, for example: ‘special’ friends, personality, traits, fears, special talents/abilities?  
   Parent Comment: 

4. Please list any other relevant comments  
   Parent Comment: 

Please tick one of the following statements.

**Yes!** I would like to elaborate on the comments I have made above at an interview.  

**No!** At this stage, I do not require an interview with my child’s class teacher.  

Please indicate 1st and 2nd preferences for interview timeslots (if requesting an interview).

<table>
<thead>
<tr>
<th>Monday 25 February</th>
<th>3.45-4.30 pm</th>
<th>4.30-5.15pm</th>
<th>5.15-6.00pm</th>
<th>6.30-7.30pm</th>
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Parents will be notified of their interview time on Wednesday 20 February.

Parent’s/Guardian’s Name: ________________ Signature: __________________ Date: __________

Please list child/ren in other Grade Levels: Name ____________________________ Grade: __________

Name ____________________________ Grade: __________

Thank you for providing this information. **All returned forms/responses will be treated with trust, sensitivity and confidentiality.**