Dear Parents and Caregivers,

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 the 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 requested to return the form to your child’s classroom teacher in a sealed envelope by Friday 24 February.

In the situation where such information is better conveyed personally, a ‘Getting To Know Your Child’ Interview will be available on Tuesday 28 February from 3.40 to 8.30pm. All interviews are 10 minutes in length. For the first time this year, School Council has approved the use of an online booking service so parents are able to book their own time that suits them best. The simple instructions are on the back of this letter. If you have any trouble with this process, please contact the school office.

I am confident that parents will find this process much more efficient and better able to meet your needs.

Gillian Brookes
Principal
Dear Parents

Getting To Know You Interviews will be held from 3:40 – 8:30pm **on Tuesday 28 February**
You can now book interviews at times that suit **YOUR FAMILY BEST**.
Go to [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au) and follow these simple instructions.

**BOOKINGS OPEN WEDNESDAY 15 February at 10am**
**BOOKINGS CLOSE FRIDAY 24 February at 1pm**

Enter our school event code.
Then follow the 3 simple steps.

When you click **finish**, your interview timetable will be emailed to you automatically - **check your junk mail folder** if you do not receive your email immediately.
You can return to [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au) at any time, and change your interviews - until bookings close.
### Getting To Know Your Child

28 February 2012

<table>
<thead>
<tr>
<th>Child’s Name:</th>
<th>Grade:</th>
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<table>
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<tr>
<th>Person completing form:</th>
<th>Relationship to student:</th>
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<td>________________________</td>
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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:

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