



Bacchus Marsh
Grammar

Dear **Parents/Guardians**,

Term 1 Junior School Parent/Teacher interviews will be conducted over two nights and follow a hybrid model (Zoom and/or in person). Interviews are scheduled to be conducted on **Tuesday 28 February and Wednesday 1-March 2023.**

Tuesday evening will be dedicated to face-to-face interviews on campus only and Wednesday evenings will be conducted via the video communication platform ZOOM only. Interviews both face to face and via Zoom will be of 10 minutes duration. If you or the class teacher believes a longer time session is required, then this will be organized directly by the classroom teacher.

Your child's Parent/Teacher interview will be conducted by the class teacher. During this time, you will have the opportunity to discuss any matters relating to your child and discuss how they have settled into school this year. The teacher will give you similar feedback and will be able to provide you with some limited academic progress which may have been determined this early in the year.

As there has been an opportunity to meet your child's specialist teachers via ZOOM, there will be no individual interview times for specialist teachers. If you require an individual ZOOM time with any specialist staff teaching your child, please inform your child's class teacher via the school diary. The relevant teacher will then make a booking time to speak with you.

Interviews with your child's class teachers are to be booked online via *Interviews* button on the *Quick Links* page in *Schoolbox* available from the school website, www.bmg.vic.edu.au. Parents have already been provided with log in details. If you have misplaced your log in details, you can email servicedesk@bmg.vic.edu.au or phone the school office on 5366 4800.

Online bookings will open on **Friday 24 February 2023 at 9.00am**

Once you have booked your appointment, your time is automatically confirmed. Please print these times when prompted.

Online bookings will close the day prior on **Monday 27 February 2023 at 12.00pm**. Once a booking has been made it is confirmed unless contacted by relevant staff member or school administration.

Kind regards,

Melanie Morton
**Deputy Head of Junior School
(Operations)**

Lisa Foster
**Assistant Principal
Head of Junior School**