**Invitation Letter Home for Three Way Conversation**

School logo

Date

Dear Parent/Caregiver

**Re: Three Way Parent Student Teacher (PST) Conversations**

As part of our Academic Counselling Programme we would like to invite you to attend a PST Conversation to talk with your child’s form teacher. We would like to talk with you and your child about:

* Progress in each of their subjects.
* Goals for the future.
* Support for learning at school and at home.

We believe that this meeting will allow the family and the school to work together to help your child achieve and we appreciate your efforts in coming in for your appointment. There will be no school for students on these days; and students will only come to school with their parents for the 20 minute interview.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student** | **Form Teacher** | **Date** | **Time** | **Place** |
|  |  |  |  |  |

Please fill in the return slip below. If you need to ask for time off work then please use this letter to explain to your employer.

Alternatively, you may contact the office by email at this address:

or by phoning the school office on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We look forward to meeting with you.

Yours sincerely

Principal

Please sign the tear off slip below and return to your child’s form teacher.

✁------------------------------------------------------------------------------------------

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be attending the interview on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent/Caregiver)

**Contact Details**:

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (home)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (work)

Cellphone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_