



TEACHER MEETING/APPOINTMENT FORM

This form can also be used to make appointments with the Principal, Deputy Principal or Stage Supervisor

We encourage all parents to speak with their child's teacher to ask any questions or share information with the school about their child. The best way to do this is via an appointment with the class teacher.

You can make an appointment by speaking with your teacher directly, contacting the school office by phone on 9874 1600, email **eastwood-p.school@det.nsw.edu.au** or by completing the form below and returning it to your teacher. The teacher will return the confirmation slip below or contact you to arrange a suitable time to meet.

I would like to arrange a meeting with _____ regarding my
(name of Principal, Deputy, Supervisor Teacher)
 child _____ .
(student 's name)

My preferred date/day/time to meet are:

1. _____ 2. _____ 3. _____
Day/date Time Day/date Time Day/date Time

Please provide a translator in: Mandarin () Cantonese () Korean () Other

At the meeting, I would like to talk about: _____

My contact details are: *(please tick preferred contact method for appointment confirmation)*

Phone: _____ Mobile: _____

Email: _____

Parent's name: _____

Appointment Confirmation Slip (To Be Completed By Teacher)

An appointment on _____ at _____ am/pm regarding your child
 _____ has been arranged. I look forward to meeting you in my classroom/office.

.....
 Teacher's Signature

If you cannot make the appointment, please call 9874 1600 during school hours.



TEACHER MEETING/APPOINTMENT FORM (한국어)

선생님 면담 / 신청 양식

이 양식은 교장, 교감 선생님 외 다른 선생님과의 면담 신청 시에도 사용하실 수 있습니다.

우리 학교에서는 학부모님께서 자녀들에 대한 질문 사항이나 학교에 관한 정보와 관련 담임 선생과 이야기를 나누시기를 권장하고 있습니다. 가장 좋은 방법은 담임 선생님과 면담을 통한 것입니다.

면담을 원하시는 경우, 해당 선생님께 직접 면담을 요청하시거나, 학교 사무실로 전화하셔도 되고 **9874 1600**, 그렇지 않으면 학교 이메일을 **eastwood-p.school@det.nsw.edu.au** 통해 면담을 요청하실 수 있습니다. 또는, 아래의 면담 신청서를 기재하셔서 선생님께 드리시면 선생님께서 면담 날짜와 시간을 정하셔서 학부모님께 회신 드릴 것입니다.

저는 선생님 _____ 을 만나 제 아이에 _____ 관해 면담을 하고 싶습니다.

(Teacher's Name)

(Student's Name and Class)

제가 희망하는 날짜와 시간은 아래와 같습니다.

My preferred date/day/time to meet are:

1. _____ 날짜 _____ 시간 2. _____ 날짜 _____ 시간 3. _____ 날짜 _____ 시간

통역이 필요하시면 표시하세요.

Please provide a translator in: Korean (_____)

면담에서 저는 다음과 같은 내용을 이야기 하고 싶습니다.

At the meeting, I would like to talk about: _____

내 연락처: (선호하시는 연락 방법을 표시하세요.)

My contact details are: (please tick preferred contact method for appointment confirmation)

전화 (Phone): _____

핸드폰 (Mobile): _____

이메일 (Email): _____

학부모님 성함 (Parent's Name): _____

선생님 회신용 Appointment Confirmation Slip (To Be Completed By Teacher)

An appointment on _____ at _____ am/pm regarding your child

_____ has been arranged. I look forward to meeting you in my classroom/office.

Teacher's SIGNATURE

If you cannot make the appointment, please call 9874 1600 during school hours. (만약 면담에 오시지 못하실 경우 학교로 **9874 1600** 미리 연락해 알려 주시길 바랍니다.)



TEACHER MEETING/APPOINTMENT FORM (CHINESE)

預約接見教師表格

本表格亦適用於約見校長，副校長或主任之用

本校鼓勵家長約見班主任，以了解貴子弟在校學習情況。

預約接見教師方法：家長可以直接約見班主任；或致電9874 1600 與本校辦公室聯絡；

或電郵至eastwood-p.school@det.nsw.edu.au；或填寫下列表格交回班主任。

班主任會以回條答复閣下，以確定會面時間。

本人希望約見 _____，商討有關

(校長/副校長/主任/教師名字) Teacher's name

學生 (student's name) _____ 事宜。

本人希望約見時間 Preferred date & times:

1. _____ 2. _____ 3. _____
日期/星期 時間 日期/星期 時間 日期/星期 時間

請提供翻譯員 Translator: 普通話 (Mandarin) 粵語 (Cantonese)

在會談中，本人希望商討有關 Discussion areas: _____

與本人聯絡方法 Parent's contact details: (請加√號在適當空格內以確實約見時間)

電話: _____ 手機: _____

電郵: _____

家長姓名 Parent's name: _____

APPOINTMENT CONFIRMATION 確定約見回條 (此欄由教師填寫)

約見日期 (Appointment date) _____ 時間上午/下午 (Time) _____

商討有關貴子弟 (Child's name) _____ 事宜。

任簽署 (Teacher's signature) _____

(如未能應約，請於上課時間致電9874 1600 與學校聯絡)

TEACHER MEETING/APPOINTMENT FORM (CHINESE)

预约接见教师表格

本表格亦适用于约见校长，副校长或主任之用

本校鼓励家长约见班主任，以了解贵子弟在校学习情况。

预约接见教师方法：家长可以直接约见班主任；或致电9874 1600 与本校办公室联络；或电邮至 **eastwood-p.school@det.nsw.edu.au**；或填写下列表格交回班主任。

班主任会以回条答复阁下，以确定会面时间。

本人希望约见 _____，商讨有关

(校长/副校长/主任/教师名字) Teacher's name

学生 (student's name) _____ 事宜。

本人希望约见时间 Preferred date & times:

1. _____ 2. _____ 3. _____
日期/星期 时间 日期/星期 时间 日期/星期 时间

请提供翻译员 Translator: 普通话 (Mandarin) 粤语 (Cantonese)

在会谈中，本人希望商讨有关 Discussion areas: _____

与本人联络方法 Parent's contact details: (请加✓号在适当空格内以确实约见时间)

电话: _____ 手机: _____

电邮: _____

家长姓名 Parent's name: _____

APPOINTMENT CONFIRMATION 确定约见回条 (此栏由教师填写)

约见日期(Appointment date) _____ 时间上午/下午(Time) _____

商讨有关贵子弟 (Child's name) _____ 事宜。

任签署 (Teacher's signature) _____

(如未能应约，请于上课时间致电9874 1600 与学校联络)