

THE BRITISH INTERNATIONAL SCHOOL

Puxi, Shanghai



**NORD
ANGLIA**
EDUCATION

HELPING OTHERS
TO BE THE BEST
THEY CAN BE

17 January 2014

**RE: PRIMARY PARENT -TEACHER CONFERENCE EVENINGS
WEDNESDAY 19 & THURSDAY 20 FEBRUARY, 4:00PM-7:30PM**

Dear Parents/Guardians,

We would like to invite you to attend Individual Parent-Teacher Conferences. These meetings are a valuable chance to meet with your child's class teacher to discuss how your child is getting on, review their progress, and consider next steps in their learning.

In order to provide parents with the most convenient time possible with their child's teachers, we use an appointment system throughout the school. This allows parents who may have several children at the school to make consecutive appointments rather than having to wait for long periods of time in between meetings. Each appointment is 10 minutes long and we would ask all parents to keep to these timings. All requests for appointments should be returned to your child's class teacher by Wednesday 22 January.

We encourage children in Years 3-6 to take part in these meetings with their parents and class teacher. We ask however that you do not bring younger children to school or into these meetings as they often distract parents from the important discussions with teachers. Please make arrangements for your children to be collected from school and/or supervised by an adult while you are in your meetings.

If you are unable to attend on one of the designated evenings, please contact your child's teacher who will arrange an alternative, mutually convenient appointment to see you.

IMPORTANT INFORMATION TO NOTE

- All scheduled appointments on these evenings are with your child's class teacher. They will have all the relevant information on your child's progress in all subject areas. Literacy teachers will update the class teachers on progress in Literacy. Please be reassured that you would be informed directly if there were any concerns in any subject area.
- Parents in Years 3-6 will also have the opportunity to meet with their child's Maths teacher where this is different to the class teacher.
- Specialist teachers, including PE, Music, Languages, will be available for "drop-in" appointments throughout both evenings. They will be based in the primary dining hall.
- Mandarin teachers will be available for "drop-in" appointments throughout both evenings. They will be based in the primary dining hall. Advance appointments can be made by contacting Echo Li (PA to Head of Primary) in person or by email, ec-li@bisspuxi.com.
- We try to support parents by providing Chinese and Korean translation where required. Should you require a translator, please indicate this on the reply slip provided and we will try our best to facilitate this. Where possible, we ask that parents with limited English try to bring along someone to help with translation.

We look forward to seeing you.

Niki Meehan

Best wishes
Niki Meehan
Head of Primary

HELPING OTHERS TO BE THE BEST THEY CAN BE
www.bisspuxi.com



REPLY SLIP: PARENT-TEACHER CONFERENCE

Please return this reply slip by Wednesday 22 January to your child's class teacher. Where you have more than one child, please complete one form and return it with your oldest child.

Please specify a day and time period when you would prefer your appointments to be scheduled. If you could be available on either day, please tick both days.

Wednesday 19 February:

Between 4.00pm and 5:30pm

Between 5:30pm and 7.30pm

Thursday 20 February:

Between 4.00pm and 5:30pm

Between 5:30pm and 7.30pm

Years 3-6 I would like an appointment with my child's Maths teacher. Yes / No

Your time will be confirmed and written below by a class teacher.

1. Name of child:

Class:

Class teacher:

Time:

(to be completed by teacher)

2. Name of child:

Class:

Class teacher:

Time:

(to be completed by teacher)

3. Name of child:

Class:

Class teacher:

Time:

(to be completed by teacher)

4. Name of child:

Class:

Class teacher:

Time:

(to be completed by teacher)

Do you require a translator?

Yes/No

If yes, please specify language:

Chinese

Korean