

THE BRITISH INTERNATIONAL SCHOOL

Puxi, Shanghai



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13 October 2014

RE: PRIMARY PARENT -TEACHER CONFERENCE EVENINGS
TUESDAY 4 & THURSDAY 6 NOVEMBER, 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 has settled in since the start of year, 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 Friday 17 October. Confirmation of appointment times will be issued by Friday 24 October.

Where possible, 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.
- Parents in Years 5-6 will also have the opportunity to meet with their child's Literacy teacher where this is different to the class teacher.
- On this occasion, you will not have a scheduled meeting with the Year 3-6 Maths teachers but they will update your child's class teacher about their progress. You will have a chance to meet with the Maths teachers later in the school year. Please be reassured that you would be informed directly if there were any concerns.

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- Mandarin and Music 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.
- Representatives from the specialist teachers, including Languages and PE, will be available for “drop-in” appointments throughout both evenings. They will be based in the primary dining hall.
- 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.

Reduced ECA programme on Tuesday 4 and Thursday 6 November

As teachers will be involved in these Parent-Teacher Conferences, there will be a reduced ECA programme running on Tuesday and Thursday.

Tuesday	Thursday
BISCAP: all sessions run as normal Rock Band Netball	BISCAP: all sessions run as normal CISSA Boys Football

The other ECA's are cancelled.

Pick Up and Buses

Please ensure that you inform your child's class teacher about any changes to the end of day pick up for your child. Please also be reminded that children cannot be left unsupervised and parents need to ensure that their child travels home on the bus or is collected promptly at the end of the school day. Children who do not have an ECA on these days will be able to take an early bus. Buses will operate after the remaining ECA's.

Best wishes
Niki Meehan
Head of Primary

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REPLY SLIP: PARENT-TEACHER CONFERENCE

Please return this reply slip by Friday 17 October 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.

Tuesday 4 November:

Between 4.00pm and 5.30pm

Between 5.30pm and 7.30pm

Thursday 6 November:

Between 4.00pm and 5.30pm

Between 5.30pm and 7.30pm

Years 5-6 I would like an appointment with my child's Literacy 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)

Do you require a translator?

Yes/No

If yes, please specify language:

Chinese

Korean