



SHALOM COLLEGE

19 April 2017

Dear Parents,

RE: LEARNER CONFERENCES – ALL YEAR LEVELS IN ALL SUBJECTS (EXCLUDING YEAR 7, 8 AND 9 CORE STUDIES)

Learner conferences (formerly **Parent Teacher Interviews**) will be conducted on the afternoon of **Tuesday 16 May 2017 in the Sports Centre from 3:30 pm to 6:30 pm**. Conferences will be of ten minutes duration.

The aim of the learner conference is to provide an opportunity for parents and students to meet with teachers to discuss academic progress, learning goals and learning needs. Students are strongly encouraged to attend and participate in the conference as your child's progress is crucial to you and us and it is a significant benefit in this process if your child can be a part of the discussion. **Please note that this round of scheduled learner conferences excludes Year 7, 8 and 9 Core Studies**. A second round of scheduled Year 7, 8 and 9 Core Studies parent teacher interviews will be available early in Term Four.

Learner conferences may be arranged online at any time of the day. To access the online booking facility, log-in to **Parent Lounge** via the College intranet at <http://intranet.shalomcollege.com> and click on the "Parent Teacher Interviews" tab from the menu on the left of the screen. At the time of writing this button will be inactive with the word "scheduled" inside it. When **bookings open at 8:00am on Friday 5 May** this button will become active with the words "Book Now" inside it.

Please note that **the online booking facility will close at 5:00pm on Friday 12 May** to allow teachers to prepare for interviews scheduled on the following Tuesday.

Parents who do not have internet access may contact the College administration staff during business hours on 4155 8111 to make bookings. Similarly, if you have internet access but do not have an email registered with the College may also contact the administration staff to arrange bookings, obtain login details or to register email contact details.

When considering conference requests, please note that some teachers may be listed as not available due to other commitments or leave. In these cases, please contact the teacher directly as below to arrange another mutually convenient time for a conference if required.

While the scheduled learner conferences are seen as an important communication between home and school, parents are welcome to arrange a conference with specific teachers at another time that is mutually suitable or any time the need arises throughout the year. Parents who would like to arrange an appointment at a time other than the scheduled interview days should do so by contacting the teacher(s) directly through the College office on 4155 8111 or via email.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'D. McMahon', written over a horizontal line.

**DAN MCMAHON
PRINCIPAL**