



SHALOM COLLEGE

26 March 2019

Parents of students in Years 7, 8 and 9

Dear Parents

**RE: LEARNER CONFERENCES (FORMERLY PARENT TEACHER INTERVIEWS)
YEAR 7, 8 AND 9 CORE STUDIES**

The first of two opportunities this year for Year Seven, Eight and Nine Core Studies Learner Conferences (formerly Parent Teacher Interviews) will be available at the end of the second week of Term Two, Friday 3 May. The aim of the learner conferences is to provide an opportunity for parents to meet with teachers to discuss the progress and learning needs of their children.

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 Tuesday 23 April this button will become active with the words "Book Now" inside it.

Note that the online booking facility will close at 3:00pm on Tuesday 30 April to allow teachers to prepare for the conferences. 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 you may also contact the administration staff to arrange bookings, obtain login details or to register email contact details.

Learner conferences are for Year Seven, Eight and Nine Core Studies only and will be held in the Sports Centre on the day from 8:30am to 3:00pm. Any variations from these times for individual teachers will be communicated to parents before the bookings open. Interviews will be of ten minutes duration. Friday 3 May is a Student Free Day for Years 7, 8 and 9 only to allow students to attend and participate in the conference. As your child's progress is crucial to you and us, it is a significant benefit in this process if your child can be a part of the discussion.

Whilst the scheduled conference day is seen as an important communication between home and school, parents are welcome to arrange a conference with specific teachers at any time the need arises throughout the year.

Yours faithfully,

**DAN MCMAHON
PRINCIPAL**