

# Parent Teacher Conferences (PTCs) December 2021

Front Office <frontoffice@stsavioursschikoyi.org>

Mon 11/22/2021 12:18 PM

■ 1 attachments (15 MB)

PTC Online Booking Guide.pdf;

## **Sending on behalf of Mrs. Gladys Aghaji, Deputy Head Teacher (Pastoral)**

Dear Parents,

Hope you are well.

Kindly be informed that there will be another hybrid Parent Teacher Conferences (PTCs) in December, so parents can discuss any aspect of the Michaelmas term's report which needs clarification. The schedule is:

### **Monday 29<sup>th</sup> November 2021 (9:00am)**

The booking portal will be opened [for both physical and virtual appointments on first come, first served basis.](#)

### **Friday 10<sup>th</sup> December 2021 (12noon).**

The booking portal will be closed for both physical and virtual appointments.

### **Saturday 11<sup>th</sup> December 2021**

[Both Class and Subject Teachers will be available to meet with you in-person.](#)

### **Monday 13<sup>th</sup> -Tuesday 14<sup>th</sup> December 2021**

[Both Class and Subject Teachers will be available to meet with you virtually.](#)

Please also note the following information.

- PTC will hold virtually via the video software integrated into the SchoolCloud system, so there is no need for Zoom or Microsoft TEAMS.
- Parents will receive a prompt email from SchoolCloud (the software adopted by the school for PTC) on Monday 29<sup>th</sup> December 2021 to book appointments.
- Each child is entitled to only one appointment slot per Class Teacher/Subject Teacher.
- For parents who have signed up for virtual meetings, an appointment reminder email will be sent with a link that will enable you join the video conference with the teachers at the specified time.
- Be punctual for all appointments, as the system will log out exactly at the end time and teachers will adhere strictly to time during the Saturday physical meeting.
- Please note, to avoid disappointment parents are requested to attend all confirmed appointments, as School cannot guarantee appointments will be re-arranged and teachers may be unable to arrange for another physical meeting, due to the school's Covid measures.
- Only parents who have booked for the physical meeting on Saturday will be able to meet with the teachers.
- Please contact Subject Teachers via their email if unable to secure an appointment with them on SchoolCloud.

Attached is the Parent Guide, with a set of instructions on how to book your appointments on the SchoolCloud online system. Please note, the school's Help Desk will be available to assist with the online booking from Monday to Friday (9:00am-3:30pm).

**Tel:** 09039863039/ 09039863038/09039863037

**Email:** [hphelpdesk@stsavioursschikoyi.org](mailto:hphelpdesk@stsavioursschikoyi.org)

Thank you.