**SLC – Century Park Logistics – 13th April, 2016 (Day 6)**

**Task Timeline:**

* **Thursday, 18th February**: Initial letter sent home to parents about SLC and online booking info / OAs to check information
* **Tuesday, 23rd February**: OAs to post a reminder on Pri. Parent Blog reminding about SLC online bookings the next day
* **Wednesday, 24th February**: Online booking starts (16:00hrs). (Reminder to add in the student diaries & class blogs)
* **Monday, 29th February:** OAs to send SMS reminder to Pri. Parents informing them that Online booking closes tomorrow.
* **Tuesday, 1st March**: Online booking closes (23:59hrs)
* **Monday, 7th March**: OAs to distribute SLC schedule including conference times and

transportation details

* **Friday, 18th March**: Portfolios complete (including Specialists).
* **Monday-Friday, 14 - 18th March:** Class Assemblies – Show videos/skits to explain process of SLC.

**Weeks 28 and 29:** students practice for SLC.

* **Wednesday, 6th April**: Draft Progress Reports for students who enrolled between Week 18-26 to Andrew for proof reading.
* **Wednesday, 6th April:** Office email student Digital Portfolio letter home
* **Monday, 11th April:** Send home Progress Reports for new students
* **Tuesday, 12th April**: Class teachers to send pick-up note to parents to indicate pick-up location at the end of day.

**Programme Century Park- Wednesday 13th April, 2016**

11:30 – 12:00 Y5-6 Lunch (Must be on time as Secondary students will be eating lunch at 12pm)

11:50 – 12:20 Y5-6 lunch recess (Duties as normal – except brought forward half an hour)

12:20 – 12:50 Teachers to lead students back to their classrooms and complete final preparations for the SLCs

12:50 Co-teacher to lead the students to the Year level designated area as stated below. The students with a conference at 1pm will remain in classroom.

1:00 SLC’s begin (Both co-teachers to be in the class to supervise throughout the afternoon)

No Afternoon Recess

3:55 SLC’s end

**Activities:** Arrangements for students awaiting their SLC are as follows:

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|  | Y5 –Elynnor/EJRm 303 | Y6 – Lydia/ Supply TBC503, 501 A/B5th Floor A Block |
| 1:00 – 2:30 | DVD (Linda) | DVD (Tania/Annette) |
| 2:30 – 4:00 | Independent work/Reading/Board games (Linda) | Independent work/Reading/Board games (Tania/Annette) |

There will be teachers that will be based permanently in each Year level (see yellow highlights).

It will be important that students take some independent work/project/reading books that they can work on. Also, it is the responsibility of the supervising teachers to find/set up DVD and getting board games from classrooms. Additional board games are available in the ERC. **Please remember that the students must take everything they need (or leave them in the cubbies outside of the classroom), as they will not be able to go back to class once the SLCs begin.**

**Student Information:**

* **For students who started after Chinese New Year, can still have a partial digital portfolio with 2 or more pieces if possible. One of the co-teachers can notify the parent of this when they arrive.**
* We aim to arrange ‘surrogate parents’ (co-teacher and/or other member of staff), for students whose parents are not attending or don’t show up, allowing the child to make their presentation.

**Laptops:**

* For this day, both co-teacher laptops will have to be utilized & the class Mac computer.
* 1 extra laptop will be provided for each class by IT. (This will be arranged by Amita)
* Y4-6 teachers to have available a list of individual student usernames and passwords, just incase student forgets. (Amita can provide if needed)

**Pick-up & Dismissal:**

* Parents may take home students directly from conference if they have chosen this option.
* At the end of each conference session, one of the co-teachers leads the students not going home with parents to the designated area and collects the students for the next session.
* At 3:25pm – one of the supervising teachers will take the students who are getting the bus down to the bus area as normal. The other teacher needs to stay with those being collected or will present in the final slot.
* All students will take home their portfolio at the end of the conferences.

**Final preparations:**

* + - Post SLC reflection by students will be completed in class – exact format to be decided by year levels.
		- Print a copy of SLC schedule such as conference times and transportation details.
		- Put a few chairs outside your classroom for waiting parents.
		- Print the note to explain pick-up point and put it on your classroom door.
		- Group supervisors and rotating teachers will receive a printed copy of all the transportation details. (Rotating teachers will only need the details of the students in their last group 3-4pm)

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| **Option A** = I will attend the SLC and my son/daughter will accompany me home directly after their SLC meeting (Best option – please encourage this one!) |
| **Option B** = I will attend the SLC and my son/daughter will return to classes after the SLC meeting and is to take their usual transportation home. |
| **Option C** = I will not be able to attend the SLC and they are to take their usual means of transportation home (Surrogates to be arranged) |

**Transportation Options:** (Parents will be asked to choose one option as part of the online sign-up procedure)

\*Please note that due to transportation requirements, we need to ensure all parents have chosen one of the 3 options above, and so frequent diary reminders will be needed. **For those parents that do not sign-up online, class teachers will be expected to contact parents to confirm if they will be attending the SLCs. Teachers to must confirm the transportation options with parents and inform the School office by the 16th March .**