**SLC – Regency Park Logistics – 23rd March, 2016**

**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, 11th March (Week 26)**: Portfolios complete (including specialists/EAL).
* **Monday, 7-11th March**: Explain process of SLC during Pastoral Care Assemblies – Show

 videos/skits/explanation. **Monday 14-22nd March,** Week 27/28 students to practice.

* **Wednesday, 16th March**: Draft Progress Reports for new students who enrolled between Week 18-26.

 Melissa (Y1-3) and Andrew (Y4-6)

* **Thursday, 17th March**: Office to email student Portfolio letter to parents. A hard copy will also be printed for each child and given to teachers to place in portfolio.
* **Monday, 21st March**: Send home Progress Reports
* **Tuesday, 22nd March:** Class teachers to send pick-up note to parents to indicate pick-up location at the end of day.
* **Monday, 11th April:** Students should return the portfolio to their co-teachers

**Programme Regency Park – Wednesday 23rd March, 2016**

11:55 – 12:25 Y1-2 Lunch **(Must be on time as Y3-4 students will be eating lunch straight afterwards)**

12:00 – 12:25 Y3-4 Recess

12:25 – 12:45 Y1-2 Lunch Recess.

12:25 – 12:45 Y3-4 Lunch (**Must be on time**)

12:45 Teachers collect students and lead them to their classrooms to prepare for the SLC

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 SLCs begin (**Both co-teachers to be in the class to supervise throughout the afternoon)\**

No Afternoon Recess

3:55 SLCs end

\* **Class teachers are asked to eat at the same time as their students in the cafeteria. An altered duty schedule will be sent out.**

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

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| --- | --- | --- | --- | --- |
|    | Y1–Venus/ Anita. P (Music Rm – 307) | Y2 –Amber / Anne. P(Gym) | Y3 – Francene / Lynn (Auditorium) | Y4 –Neil / Andrea(Violin Rm – 306) |
| 1:00 – 2:00 | DVD | DVD | DVD | DVD |
| 2:00 – 3:00 | Art Activity(Hannah) | Board Games Independent work (Annette) | Singing/MusicMovement (Diana/Sophie) | Board Games Independent work (Mira) |
| 3:00 – 4:00 | Board Games Independent work (Annette) | Singing/MusicMovement(Diana/Sophie)  | Board Games Independent work (Mira) | Art Activity(Hannah) |

There will be two teachers that will be based permanently in each Year level. (see yellow highlights) As 3 hours is a long time for students, Hannah, Annette, Diana, Sophie and Mira will rotate around the four groups. It will be important that students take some independent work/project/reading books to work on. Also, the DVD could continue into the second session if necessary. People supervising the location are responsible for finding/setting up DVD. **Please remember that the students must take everything they need 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**, they may have a partial portfolio (1 to 2 pieces if possible). For example, recent assignments, their notebooks/journals or the novel they are reading etc. 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 student 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 3:15pm – 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:**

* + - A Post SLC reflection by students to be completed in class – exact format to be decided by year levels.
		- Print a final 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

|  |
| --- |
| **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

**Multisports will still be running on that day (football/gymnastics). Parent have been asked to book accordingly. Supervising teachers will be advised of which students will be attending.**

\*\*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. **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 must confirm the transportation options with parents and inform the School office by 16th March.**