**SLC – Regency Park Logistics – Thursday March 30, 2017**

**Programme Regency Park – Thursday March 30, 2017**

11:00-11:20 Year 1 Recess

11:25-11:50 Year 1 Lunch **(Year 1s must finish on time as the Year 2-3s will be eating afterwards)**

11:30-11:55 Year 2-3 Recess

12:00-12:25 Year 2-3 Lunch **(Year 2-3s must finish on time as the Year 4-5s will be eating afterwards)**

12:00-12:20 Year 4-5 Recess

12:25-12:50 Year 4-5 Lunch

12:50 Teachers collect students and lead them to their classrooms to prepare for the SLC

12:55 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.**

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

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| --- | --- | --- | --- | --- | --- |
|  | Y1  Anne P/ Andrea  (Gym) | Y2  Lynn / Kathleen  (Gym) | Y3  David/ Lydia  (Auditorium) | Y4  Neil / Jamie  (Violin Rm – 306) | Y5  Christine/Lennart  (Music Rm – 307) |
| 1:00 – 2:00 | DVD | | DVD | DVD | DVD |
| 2:00 – 3:00 | Art Activity  (Hannah) | Board Games Independent work Tania | Singing/Music  Movement (Diana/Sophie) | Board Games Independent work (Mira) | Singing/Music  Movement  (EJ) |
| 3:00 – 4:00 | Board Games Independent work (Tania) | Art Activity  (Hannah) | Board Games Independent work  (Mira) | Singing/Music  Movement (Diana/Sophie) | Individual activities  (supervising teachers) |

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, Tania, Diana, Sophie, Mira and EJ will rotate around the four groups. It will be important that students take some independent work/project/reading books to work on. 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:**

* Students who started after **Chinese New Year**, they may have a partial portfolio/digital (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)
* Y4-5 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 bus students 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.
* **Those children taking the school bus or being picked up at the end of the day, need to take their school bag to the holding room after their conference has finished.**

**Final preparations:**

* 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 will receive a printed copy of class schedules and transportation details.

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

|  |
| --- |
| **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) |

**There will be no ASA activities on this day**

\*\*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 March 22.**

**Task Timeline**

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| --- | --- |
| **Wednesday, February 22:** | * Initial letter sent home to parents about SLC and online booking info / OAs to check information |
| **Tuesday, February 28:** | * OAs to post a reminder on Pri. Parent Blog reminding about SLC online bookings the next day |
| **Wednesday, March 1:** | * Online booking starts (16:00hrs). (Reminder to add in the student diaries & class blogs) |
| **Monday, March 6:** | * OAs to send SMS reminder to Pri. Parents informing them that Online booking closes tomorrow. |
| **Tuesday, March 7:** | * Online booking closes (23:59hrs) |
| **Monday, March 13:** | * OAs to distribute SLC schedule including conference times and   transportation details |
| **Monday, March 13 (Wk 26):** | * During this week, teachers explain process of SLC during Pastoral Care Assemblies * Students to also reflect of the goals they made at the beginning of the year & Year 1 students to create goals for remainder of the year. |
| **Monday, March 20,**  **(Wk 27/28):** | * Portfolios complete (including specialists/EAL) * Students to practice |
| **Wednesday, March 22:** | * Draft Progress Reports for new students who enrolled between Week 17-24.   Melissa (Y1-5) |
| **Friday, March 24:** | * Melissa to pass back draft progress Reports to teachers |
| **Monday, March 27**: | * Office to email student Portfolio letter to parents * Office to print progress reports and pass to teachers with envelope |
| **Tuesday, March 28**: | * Send home Progress Reports |
| **Wednesday, March 29:** | * Class teachers to send pick-up note to parents to indicate pick-up location at the end of day * OA to send an SMS reminding parents of SLCs the following day |
| **Thursday, March 30:** | * **SLC DAY!!** |
| **Monday, April 17:** | * Students to return the portfolio to their co-teachers |