**SLC – Regency Park Logistics – Thursday March 29, 2018**

**Programme Regency Park – Thursday March 29, 2018**

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/ Rob  (Gym) | Y2  Kathleen/ Josh  (Gym) | Y3  Lynn/Janie D  (Auditorium) | Y4  Jamie/Lennart  (Violin Rm – 306) | Y5  Christine/David  (Music Rm – 307) |
| 1:00 – 2:00 | DVD | | DVD | DVD | DVD |
| 2:00 – 3:00 | Art Activity  (Ginger) | Board Games Independent work (Tania) | Singing/Music  Movement (Diana/Sophie) | Board Games Independent work (Mira) | Singing/Music  Movement  (Jeannie) |
| 3:00 – 4:00 | Board Games Independent work (Tania) | Art Activity  (Ginger) | 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, Ginger, Tania, Diana, Sophie, Mira and Jeannie will rotate around the 5 groups. It will be important that students take some independent work/project/reading books to work on. **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 commence school after Chinese New Year or even closer to the date of SLCs can show their parents their notebooks/journals or perhaps talk about a book/novel they have been reading. They can show their parents around the classroom and even work together on some of the learning centre activities. Co-teachers will need to notify parents ahead of time.
* 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. Please inform the Coordinators if you have any parents that you know will not attend.

**Laptops:**

* Teacher Laptops or ipads will be needed for the Seesaw centre.
* Ipads will be utilised for any activities organised for centres.
* Please remember that you can also utilise your class Mac.

**Pick up & Dismissal:**

* Parents may take home students directly from the 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.
* 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.
* **If parents take their child to the Art show, they must either take their child home or take their child back to the waiting room.**

**Final preparations:**

* Print a final copy of the SLC schedule with conference times and transportation details.
* 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 CCA 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 Thursday, March 22.**

**Office Administration Timeline:**

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| **Thursday, March 1 :** | * Initial letter sent home to parents about SLC and online booking info / OAs to check information. |
| **Wednesday, March 7:** | * SLC Online Registration letter sent home. |
| **Friday, March 9:** | * OAs to text an SMS reminder to Primary parents about SLC online bookings starting at (16:00hrs). (Reminder to add in the student diaries) |
| **Tuesday, March 13:** | * OAs to send SMS reminder to Pri. Parents informing them that Online booking will be closing tonight at 23:59hrs |
| **Thursday, March 15:** | * OAs to distribute SLC schedule including conference times and   transportation details. Teacher to contact parents that have not  signed-up. |
| **Monday March 26:** | * OAs to print progress reports and pass to teachers with envelope |
| **Tuesday, March 27**: | * OAs to send final schedule out to teachers |

**Class Teacher Timeline:**

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| --- | --- |
| **(Wk 26)**  **Monday, March 12:** | * During this week, teachers explain process of SLC during Pastoral Care Assemblies |
| **Thursday, March 15:** | * OAs to distribute SLC schedule including conference times and   transportation details. Teacher to contact parents that have not  signed-up. |
| **(Wk 27/28)**  **Monday, March 19:** | * Learning Centre activities prepared and finalized (including EAL/specialists) * Students to practice |
| **Wednesday, March 21:** | * Draft Progress Reports for new students who commenced between Weeks 17-24 given to Melissa. (Y1-6) |
| **Thursday, March 22:** | * Melissa to pass back draft progress reports to teachers. Teacher to make edits. |
| **Monday, March 26**: | * OAs to print progress reports and pass to teachers with envelope |
| **Tuesday, March 27:** | * Send home Progress Reports * OAs to send final schedule out to teachers |
| **Wednesday, March 28:** | * Class teachers to send pick-up note to parents to indicate pick-up location at the end of day * OAs to send an SMS reminding parents of SLCs the following day |
| **Thursday, March 29:** | * **SLC DAY** |