**PT Interview Information – Year 5-6 (CP)**

Dear CP teachers,

As you know, our PT Interviews are scheduled on Thursday, October 24 (CP). Please note the following points:

**Time Frame**

* Wednesday 9th Oct - Parent letters sent out.
* Friday 11th Oct - Office to send out an SMS reminder to parents when sign up opens.
* Friday 11th Oct - Online sign-up opens 6pm.
* Wednesday 16th Oct - Office to send out an SMS reminder to parents that sign up will close.
* Wednesday 16th Oct - Online Sign-Up closes 23.59
* Monday 21st Oct - Office to collate interview schedules and send to staff.

**Room Allocations:**

**Chinese Teachers**

* 515: Emily, Ashley, Shirley, Sharon (Primary Chinese teachers who teach Sec)
* 516: Secondary Chinese teachers \*4
* 517: Secondary Chinese teachers \*4
* Y5 LC Makerspace：Lydia, Janie
* Y6 LC Makerspace：Joan, Sissy

 **International Teachers/EAL**

**Year 5 Learning Community**

* Makerspace – Lydia, Janie
* Room next to the maker space (with the partition closed): Jon
* Core Area: Rob
* Cinema Area: Josh (place a table and chairs in here)
* Snug: Ed

**Year 6 Learning Community**

* Makerspace – Sissy, Joan
* Room next to the maker space (with the partition closed): Cathal
* Central Core Area: Erin
* Cinema: Colin (place a table and chairs in here)
* Snug: Mark

**Specialist Teachers**Dwayne Todd Absent

Aliki Watson-Jones C527

Anita Dai A503

Dave Watson A417

Renae Livermore Drama Studio

Please note:

* **Erin Hardie -** She will be taking over Michele’s Interviews
* **Christine Carey (A501B)** - please contact Christine if you would like her assistance with any interviews.
* **Laura Muir –** If parents would like an appointment with her, then they would need to email her directly.

**Interview sessions:**

* Interview sessions are allocated **15mins** for International teachers and **10mins for Chinese teachers.**
* Coffee/Tea/Cookies will be available for teachers in the Staff Lounge during the morning break **(9.30-10.30/10.00-10.30 & 2.30-3.00/3:00-3:30)** Each teacher has been allocated a half-hour morning break where no interviews will be scheduled.
* Lunch is scheduled from **11:30-1:30pm** – all teachers have been allocated a one hour lunch break.

**Other points to note:**

* Chartwells will be providing lunch for all teaching staff on the day of your interviews – please ensure to let Fanny know if you will not be requiring school lunch
* Refreshments will also be available for the parents in the Library throughout the day.
* The staff bus will leave at 5:10pm to allow for the PT Interviews to finish.
* The regular shuttles between RP and CP are suspended. Contact Support Division in advance if you have a need.
* Book Fair is in the Library

Please let me know if you have any questions.

Thanks,

Rob