**PT Interview Information – ECE to Year 1-4 (RP)**

Dear RP teachers,

As you know, our PT Interviews are scheduled on Friday, October 25 (RP). 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:**

* International Class teachers are in their own rooms
* EAL teachers in their own rooms.
* Jeanne Webster will be taking over Hannah’s Interviews
* Lynn Xie will be taking over Kate Battle’s Interviews
* Chinese Teachers in the Auditorium, except Janie Dong will be in 208A, and ECE and Y1 will be in the classrooms with the co-teachers.
* Specialists in their own room, with the following exceptions:

 Kirstie McCleod - will be located in the Gymnasium

* 1. Diana, Renae – Music room.
* Lucia Hu (Counsellor office), Leo Lazo (ECE Office A005), Jamie Hoel/Christine Carey/Dorothy Joiner (405), Tania Jordan (Library), Juliette Broomhall (ECE Office A005) will be in their own rooms although there will not be a specific online sign–up for them. If parents would like an appointment with them, then they would need to email them.
* ECE Co-Teacher are in their own rooms
* Please note that the K3C and K4D PT Interviews will take place on other afternoons, due to the teachers presenting at the ACAMIS conference.

**Other points to note:**

* Chartwells will be providing lunch for all teaching staff on the day of your interviews.  The Cafeteria will be opened for lunch between 11:30 – 1:30pm and all staff have been given an hour lunch time. If you are not wanting Chartwells lunch, please write to Stella directly (ycisrp.sh@compass-group.com.cn) so that they do not prepare too much food.
* Coffee/Tea/Cookies will be available for Teachers in the Staff Room during the morning break (9.30-10.00 & 10.00-10.30am)
* Refreshments will also be available for the parents in the courtyard throughout the day.
* There will be the usual Book Fairs located in the Courtyard on Friday October 25 through to Tuesday, October 29 (for Book Fair)
* 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. Please contact Support Division in advance if you need to arrange a shuttle if you need to travel to the other campus.
* Amita will be setting up a Tech. help desk (help or SeeSaw, mathletics etc…), and POP will have a booth too, to provide details of volunteer opportunities and workshops for parents. These will be located in the Courtyard.

Please let us know if you have any questions.

Thanks - Rob