**Student Led Conferences Logistics Week 27 & 28**

**SLC Year Level Scheduled Timetable**

**Week 27**

Monday, March 22 - Year 2A & 2B

Tuesday, March 23 - Year 2C & 2D

Wednesday Break

Thursday, March 25 Year 3A & 3B

Friday, March 26 Year 3C & 3D

**Week 28**

Monday, March 29 Year 5 & 6

Monday, March 29 Year 4B & 4E

Tuesday, March 30 – Year 4C & 4D

Wednesday, March 31st -Year 4A

Thursday, April 1 – Year 1A & 1B

Friday, April 2 – Year 1C & 1D

**Schedules**

* SLC sessions will run for 30mins
* Transition between sessions is 5mins
* A supply teacher/specialist teacher will be responsible for collecting and returning students.
* \*Due to the tight turn around, teachers need to have their students ready to be picked up.

**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. If possible, they can even work on some of the learning centre activities. Co-teachers will need to notify parents ahead of time.

**Laptops/Ipads**

* Teacher Laptops and /or ipads will be utilised for any activities organised for centres.

**Parent Registration**

* Teachers will email to parents on <https://volunteersignup.org>
* Teachers provided an email template when sending out the link for the volunteer sign-up.
* Parents that do not sign-up, buy the due date, class teachers will be expected to contact parents to confirm if they will be attending the SLCs.
* Please inform the Coordinators if you have any parents that you know will not attend once registration has closed.

**Zomo**

* Once all parents have signed up for a scheduled session, teachers to create a Zomo meeting.
* Once all parents have signed up for a scheduled session, teachers can schedule Zomo meeting links for each group and send to parents using email template.

**Final preparations**

* Print a final copy of the SLC schedule with conference times.
* Supply teachers will receive a printed copy of class schedules.

**Timeline:**

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| **Week 24** | **Thursday, March 4:** | * Initial letter sent home to parents about SLCs |
| **Week 25:** | **All Week** | * Year levels to have an SLC Year Level Assembly. |
| **Monday, March 8** | * Class Teachers send out Volunteer Sign-up email to parents by end of day. * OAs to text an SMS reminder to Years 1-4 pri. parents about SLC registration (Reminder to add in the student diaries) |
| **Friday, March 12** | * Online sign-up closes * Teachers to send out a reminder email that today is the last day to register for SLCs. * Learning Centre activities prepared and finalized (including EAL/specialists) & student to practice from Wk 26 |
| **Week 26:** | **All Week** | * Classes to schedule in practice times and take their class through the boards. |
| **Monday- Wednesday,**  **March 15-17:** | * **Teachers to contact parents that have not signed-up.** * **Contact Coordinators to confirm any students that will not have**   **parents attending.** |
| **Monday, March 15:** | * Draft Progress Reports for new students who commenced between Weeks 17-24 given to Melissa/Jon. (Y1-6) |
| **Thursday, March 18:** | * Edited progress reports returned teachers. Teacher to make edits. |
| **Thursday-Friday, March 18-19** | * Teachers to complete all Zomo set up for SLC. |
| **Week 27** | **Year 3 & 2** | * **SLC Week for Year 2 & Year 3** |
| **Monday, March 22**: | * OAs to print progress reports and pass to teachers with envelope. Teachers to sign. |
| **Tuesday, March 23:** | * Send home Progress Reports |
| **Week 28** | **Year 4 /1** | * **SLC Week for Year 4 and Year 1** |
| **Year 5/6** | * **SLC Blog Posts Published on Seesaw** |