**Logistics for Learning Conferences November 2023**

Please see below details of the Learning Conferences. If you have any questions, then please let us know. We have also attached some tips which may be helpful when planning for the Learning Conferences.

**Timeline:**

* Friday 20 Oct – Learning Conferences test email sent out to VPs for final approval
* Monday 23 Oct – Letter sent to all CP Parents via wechat / Blog
* Tuesday 24 Oct – Parent Online test sent to VPs to check
* Wednesday 25 Oct -  Learning Conference registration opens in Parent Online at 6pm – reminder message to be sent stating that registration is open
* Sunday 29 Oct - Office to send out WeChat reminder (morning) that registration closes 23.59.
* Monday 30 Oct - Office to collate Learning Conference schedules and send to staff.

**Room Allocations:**

* International Class teachers are in their own rooms
* Y2-3 Chinese Teachers in the Auditorium – see attached plan of Auditoruium
* Y4 Chinese teachers in Y4 LC
* ECE and Y1 Chinese Teachers will be in the classrooms with the co-teachers.
* EAL teachers in their own rooms – see below.
* For a full list of CP teacher locations - see attached
* CP Specialists will include Digital Literacy, Music, Drama, PE, Art
* RP Specialists in their own room:
* Jessy & Mira – Room 306A and 306B
* Emma – Room 306
* Ash - Gym (Brooke will be away – re-arranged for Nov 10th)
* Alex Tabunets will be located in ICT Lab
* Sam / Connie – Music Room in RP
* Diana B309
* EAL:

- Kathleen - 312

- Lumka - 311

- Victoria – 212

- Megan - 211

* Jamie (208A), Student Support Staff (305) and Tania Jordan (Library) 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.

**Other points to note:**

* There will be a Book fair in the RP Courtyard / CP Library during Learning Conferences – prices include a 10% discount from store prices.
* Chartwells will be providing lunch for all teaching staff on the day of your interviews.  The Cafeteria will be open for lunch between 11:30 – 1:30pm and all staff have been scheduled an hour lunch time. If you are not wishing Chartwells lunch, please write directly to Stella ([ycisrp.sh@compass-group.com.cn](mailto:ycisrp.sh@compass-group.com.cn) or Fanny [yciscp.sh@compass-group.com.cn](mailto:yciscp.sh@compass-group.com.cn) so that they do not prepare too much food.
* Coffee/Tea/Light Refreshments will be available for Teachers in the Staff Lounge (RP and CP) during the morning break (9.30-10.00 & 10.00-10.30am)
* Refreshments will also be available for the Parents in the courtyard (RP)/Y6 Library (CP) throughout the day.
* The staff buses will leave at **5:10pm** to allow for the PT Interviews to finish.