



Dear Parents and Caregivers

RE: Years 7-12 Student Led Learning Conferences – Week 8 and 9, Term 1

During Term 1 parents/carers, teachers and students will have two opportunities to meet and reflect on the learning that has taken place this year to date. The dates and details for the Student Led Conferences will be:

- **Thursday 23rd March (Week 8) from 4pm to 7:30pm** – these conferences will be held online via Microsoft Teams. Teachers will call the students on their Microsoft Teams account at the scheduled booking time to make contact. It is preferable that students use their school laptop for this. *Microsoft Teams meetings will not be recorded by teaching staff and we request that parents and students not record meetings either.*
- **Friday 31st March (Week 9) from 9am to 3pm** – these conferences will be held face-to-face on site at St Edwards College. Teachers will be located in designated rooms throughout the College – a map including this information will be sent out prior to the date. On the day, students from the Prefect body will be on-site to help guide parents/carers in finding their way around the College.

All conferences are intended to support your son in developing a greater sense of responsibility for his learning. It will be compulsory for students to attend all scheduled meetings with their parents/carers. Students will be expected to take an active role in leading their parents/carers and teachers through a reflection on their learning in that subject. There will be an expectation that students complete a reflection on their progress for each subject prior to the meeting. The student, parents/carers and teachers will then discuss some learning goals as they approach future assessments and strategies to address areas of challenge and achieve learning growth.

Parents/carers will be able to book appointments for the Online Thursday afternoon/evening or the face-to-face Friday. All interviews will be of seven minutes duration.

The Student Led Conference bookings are managed with an internet-based booking system called Parent Teacher On-Line (PTO). The steps to access PTO are on the College website via the link below – once completed, you will receive an email from PTO allowing you to book interviews with your son's teachers that you wish to see. Please note that bookings are limited.

Access to PTO will be available from this evening (15th March) at 7:00 pm and will be closed off for bookings two days before interviews.

Please see the College website for the PTO website link (below) and further instructions. If you encounter any problems using PTO, please contact the school office on 4321 6400.

[Student Led Conferences for Years 7 to 12 - St Edward's College \(stedwards.nsw.edu.au\)](https://stedwards.nsw.edu.au).

Yours faithfully

Lachlan Butt
Director of Curriculum