



Dear Parent and Carers

**RE: Years 7-12 Student Led Learning Conferences – Week 1 and 2, Term 3**

During Term 3 parents/carers, teachers and students will have two opportunities to meet online and reflect on the learning that has taken place this year to date. The dates and details for Student Led Conferences will be:

- **Thursday 20<sup>th</sup> July (Week 1) from 4pm to 7:30pm**
- **Thursday 27<sup>th</sup> July (Week 2) 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 – students must ensure they are logged in to Microsoft Teams using their St Edwards College email. 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.*

All conferences are intended to support your child in developing a greater sense of responsibility for their 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 reflect on and evaluate the learning goals set and discuss strategies to address areas of challenge and achieve learning growth throughout Semester Two.

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. All interviews will be of seven minutes duration.

Access to PTO will be available from Thursday 29<sup>th</sup> June 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://www.stedwards.nsw.edu.au)

Yours faithfully

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