



Dear Parents and Carers,

**RE: Years 7-12 Student Led Learning Conferences – Week 9 and 10, Term 1**

The Year 7 to 12 Student Led Conferences for parents/carers and students for term one will be held across two dates:

- **Wednesday 27<sup>th</sup> March (Week 9) 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. 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.*

- **Tuesday 2<sup>nd</sup> April (Week 10) from 9am to 3pm** – these conferences will be held face-to-face on-site at St Edward's College. Teachers will be in designated rooms throughout the College – a map including this information will be sent out before the conference date. Students from the Prefect body will be on-site to help guide parents/carers in finding their way around the College.

***No classes are scheduled for the day, students will be required to attend the Learning Conferences with their parents and carers. Students who do not have scheduled Learning Conferences are to remain at home.***

Student Led Conferences are an important opportunity for parents and teachers to meet with students and discuss their learning reflections and goals for the future, while giving feedback and suggestions on ways in which they can improve. Due to this, it is expected that students are present for the conferences.

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

The Student Led Conference bookings are managed with an internet-based booking system called Parent Teacher Online (PTO). The steps to access PTO are contained within the St Edwards College Website link below. Once completed, you will receive an email from PTO allowing you to book interviews with your son's teachers whom you wish to see. Please note that bookings are limited.

Access to PTO will be available from Monday 18<sup>th</sup> 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.

<https://www.stedwards.nsw.edu.au/news/term-1-student-led-conferences-for-years-7-to-12/>

Yours faithfully,

Lachlan Butt  
Director of Curriculum