



November 3, 2011

Dear Junior School Parents:

On Thursday, November 10 we shall be sending home your child's mid-term report. This document is intended to give you and your daughter information about her academic progress during the first two months of the school year. As you know, a comprehensive, anecdotal semester report will be issued in January 2012.

On Thursday, November 17, we are holding our Parent-Teacher Interviews. **We encourage you to bring your daughter with you; it is a valuable opportunity for her to discuss her progress and to participate in setting goals for the second half of the semester.**

Please visit the interview scheduling website at pickatime.com/client?ven=11604159 to schedule appointments with your child's teacher(s). The website will be open to parents from Thursday, November 10 at 9:00 a.m. until Wednesday, November 16 at 1:00 p.m. Please see "Parent Instructions for Scheduling Interviews" sheet attached.

12:30 p.m. – DISMISSAL FOR ALL STUDENTS IN JUNIOR SCHOOL

Lunch will continue as normal on the day of Parent-Teacher Interviews. Please make arrangements to have your child picked up at 12:30 p.m. For students who remain at school, supervised activities will take place in the Multi-Purpose Room (3rd floor). The 3:26 Club will run from 3:00 to 5:30 p.m. If you would like your child to attend, please check the box on the attached sign-up sheet. **Please note that there will be no supervision after 5:30 p.m.**

1:00 p.m. – INTERVIEWS BEGIN

Junior School appointments are 20 minutes for Homeroom Teachers and 10 minutes for French, Music and Technology teachers. Please be on time for your appointment.

We are looking forward to this important opportunity to discuss your daughter's progress with you, and hope that as many of you as possible will be able to attend.

Sincerely,

Kate Angell
Deputy Head of School

**Parent-Teacher Interviews
Junior Kindergarten to Grade 5**

Thursday, November 17, 2011

Student: _____ **Grade:** _____

- Yes, I have made arrangements for my daughter to be picked up at 12:30 p.m.
- Yes, my daughter is staying at school from 12:30-3:00 p.m.
- Yes, my daughter will be staying in the 3:26 Club (3:00-5:30 p.m.).

Parent's Signature

Date

Please return this form to Mrs. Hay no later than Tuesday, November 15.

Instructions for Scheduling Parent-Teacher Interviews November 2011

Scheduling website: <https://pickatime.com/client?ven=11604159>

Junior School Interviews
Thursday, November 17 (1:00-8:00 p.m.)

Website opens: Thursday, November 10 (9:00 a.m.)
Website closes: Wednesday, November 16 (1:00 p.m.)

Middle-Senior School Interviews
**Thursday, November 24 (4:00-8:00 p.m.)
Friday, November 25 (8:00 a.m.-4:00 p.m.)**

Website opens: Thursday, November 17 (9:00 a.m.)
Website closes: Wednesday, November 23 (1:00 p.m.)

STEP 1: Register and create your account.

- On the opening screen, choose "Login/Create Account". (no other information is to be entered at this time)
- On the next screen:
 - Enter your email address, first name and surname.
 - Create a password (minimum 6 characters). Click "OK".
- On the following screen:
 - Choose Junior School or Middle-Senior School.
- For each child, provide the following information:
 - The student's first name and surname, with no space between them, as the Student ID. (First name is the name that Elmwood has been advised the student normally uses – perhaps Kathy, rather than Katherine. The Student ID would be KathyBlack.)
 - Enter the student's birthdate as dd/mm/yyyy. Click "Add".

Welcome to the Online Scheduler

Enter your email and click "Login/Create Account"

Your email address:

Your personal password:

Elmwood School requires the following information
Questions marked with an asterisk (*) must be completed.

Email address *

Confirm Email address *

Your email address is also your login ID. Please double check that it is correct.

First Name *

Last Name *

New Password at least 6 characters *

Confirm Password *

Name

[2011 Junior School Parent Teacher Interviews](#)
[2011 Middle-Senior School Parent Teacher Interviews](#)

Student ID: Enter FirstnameSurname (example KathyBlack)

*

Student's birthday (dd/mm/yyyy)

*

STEP 2: Schedule appointments.

- Each coloured square represents an available appointment time, and there is a legend that identifies the teacher. Click on a coloured square to book a time.
- On the next screen, choose "Create Appointment".
- Repeat until all appointments have been scheduled.

November, 2011	Thu 17
1:00 PM	1:00 PM
1:10 PM	1:10 PM
1:20 PM	1:20 PM
1:30 PM	1:30 PM
1:40 PM	1:40 PM
1:50 PM	1:50 PM
2:00 PM	2:00 PM
2:10 PM	2:10 PM
2:20 PM	2:20 PM

Please enter your child's information below.

If you have multiple children at the school, simply add one at a time.

Questions marked with an asterisk (*) must be completed.

Student ID: Enter FirstnameSurname (example KathyBlack)

*

Student's birthday (dd/mm/yyyy)

*

You are scheduling an appointment with **Elmwood School Evelyn Pike**, at **01:00 PM on 17/11/11**, for the **2011 Junior School Parent Teacher Interviews** event.

Add this appointment to your calendar

STEP 3: Log Out.

- Log out at the completion of your session. Confirmation of your appointments will be emailed to you.
- You may sign back in to make appointment changes by entering your email and password on the opening screen.