



November 4, 2010

Dear Junior School Parents:

On November 11 we will 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 2011.

On Thursday, November 18, 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.**

This year we have a new method of scheduling Parent-Teacher Interviews. Please visit the interview scheduling website at <https://www.pickatime.com/client?ven=11604159> to schedule appointments with your child's teacher(s). The website will be open to parents from Thursday, November 11 until 1:00 p.m. on Wednesday, November 17. 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 p.m. 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 18, 2010

Student: _____ **Grade:** _____

- I have made arrangements for my daughter to be picked up at 12:30 p.m.
- My daughter is staying at school from 12:30-3:00 p.m.
- 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 16.

Parent Instructions for Scheduling Interviews

The interview scheduling website is <https://www.pickatime.com/client?ven=11604159>

Junior School Interviews

Thursday, November 18, 2010 from 1:00 to 8:00 p.m.

The website will be open to parents from

Thursday, November 11 until 1:00 p.m. on Wednesday, November 17, 2010

Middle/Senior School Interviews

Thursday, November 25, 2010 from 4:00 to 8:00 p.m.

Friday, November 26, 2010 from 8:00 to 4:00 p.m.

The website will be open to parents from

Thursday, November 18 until 1:00 p.m. on Wednesday, November 24, 2010

Registering as a new user:

1. On the first screen, choose "Login/Create Account". (no other information needs to be entered on this screen)
2. Next:
 - Provide your email address, first name and surname.
 - Create a password (minimum 6 characters).
 - Choose "OK" to complete the registration.
3. For each child, provide the following information:
 - Student ID – this is the student's first name and surname, with no space between them. First name is the name that Elmwood has been advised the student normally uses (perhaps Kathy, rather than Katherine). A sample Student ID would be KathyBlack.
 - Birthdate – enter the student's birthdate as dd/mm/yyyy.
 - Click on the "Add" button.

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 co

First Name *

Last Name *

New Password at least 6 characters *

Confirm Password *

Click OK to register

Student ID: Enter FirstnameSurname
(example KathyBlack)

*

Student's birthday (dd/mm/yyyy)

*

Scheduling appointments:

1. Each colored square represents an available appointment time, and the legend identifies which teacher corresponds to each color. Click on a square to book that time.
 - Junior School appointments are 20 minutes for Homeroom Teachers and 10 minutes for French, Music and Technology teachers.
 - Middle/Senior School appointments are 10 minutes.
 2. Choose "Create Appointment". Repeat until you have scheduled a time with each teacher you wish to meet.
- Please note that if your child has a teacher for more than one subject, appointments are limited to one appointment per teacher per child. If additional time is required, as always, parents are encouraged to email the teacher to make arrangements for a telephone interview.

November, 2010

Thu
18

1:00 PM

1:10 PM

1:20 PM

1:30 PM

1:40 PM

1:50 PM

2:00 PM

2:10 PM

2:20 PM

2:30 PM

2:40 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 Gail Gavan, at 03:50 PM on 11/18/10 for the Elmwood Junior School PT Interviews - November 18, 2010 event.

Add this appointment to your calendar

Logging out:

Log out at the completion of your session. Confirmation of your appointments will be emailed to you.

Signing back in:

Once registered, you may sign back in to make appointment changes by simply entering your email and password on the opening screen.