





# Sunningdale School

530 Wood Lily Drive  
Moose Jaw, SK S6J 1J3

 <https://schools.prairiesouth.ca/sunningdale/>

 306-693-9433

 @sunningdaleMJ  Sunningdale School  
Mr. D. Osberg, Principal (M.Ed. B.Ed.)  
Mr. D. McKenna, Vice Principal (B.Ed.)

March 1, 2023

RE: Student-Led Conferences

Second term reports cards and student-led conferences are quickly approaching. **Report cards will be available in the MSS parent portal on Friday, March 17<sup>th</sup> @ 4:00 P.M.** If you need password help, please call our school office.

**Student-led conferences will be held in person on Monday, March 20<sup>th</sup> and Thursday, March 23<sup>rd</sup>.** All parents with students in Pre-Kindergarten to Grade 8 will be invited to attend a conference. Students are expected to attend and lead a portion of their conference. Each classroom teacher will be organizing student-led conferences differently; therefore, they will be in contact with you regarding specific details in the coming days.

Families will be able to **schedule an appointment in the booking website from Friday, March 10 at 9:00 A.M. – Friday, March 17 until 3:00 P.M.** with the teachers in the following ways:

## 1. Online Appointment Scheduling Parent Instructions:

- A) Go to our School Appointments web site: <http://sunn.schoolappointments.com/>
- B) Create an account clicking the "REGISTER" menu tab and filling in the on-line form. Choose a user id and password for yourself and then click the "Register Now" button.
- C) Add your children into the system by clicking the "Add a Student" button. Click "Insert New" button to add more children.
- D) Click the "date" icon beside each child's name to schedule appointments. Select the staff you wish to book appointments with and the "View Calendars" button. Use the "Ctrl" or "Command" key to select multiple staff to view at the same time.
- E) Click on available time slots to book your appointments and then click the "Book Appointments" button to save your bookings. To avoid running behind schedule and missing appointments please note that back-to-back appointments are not permitted.

## 2. Calling the School Office

Parents/Guardians may call the school office to book an appointment **starting on Friday, March 10 at 9:00 A.M.** Our office staff will schedule a conference for you. Conferences are scheduled for a minimum of 15 minutes in length per student. Choices will be assigned on a first come first serve basis, so the earlier the appointment is set up, the more likely you are to get your first choice.


Student-led conferences aim to provide an opportunity for your child to reflect upon their successes of the term, discuss areas requiring improvement and to provide you with some samples of what they have learned. The student, teacher and parent will each have different roles in this process.



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## Student Role:

1. Prepare a conference checklist, samples of their learning, and goals.
2. Follow the conference checklist, start with introductions!
3. Facilitate the conference.

## Teacher Role:

1. Provide an outline of conference expectations to the students.
2. Prepare students for the conference.
3. Participate in the conference.
4. Encourage the student to accept personal responsibility for their learning.

## Parent/Guardian Role:

1. Attend the scheduled student-led conference.
2. Engage in open discussion and mutual problem solving with the child and teacher.
3. Request additional time to discuss student progress with teacher if necessary.

We hope this process is beneficial to your child's education and that it encourages them to take further responsibility for their learning. As well, we hope it gives you an accurate reflection of their learning and study habits. As a reminder, parents are encouraged to contact their child's teacher at any time during the school year to discuss any concerns. Thank you.

Sunningdale Staff