Dear Parents of Year 12

Year 12 Academic Plenary Meeting Evening Friday 27 February 2015

Academic Plenaries are opportunities for students, supported by teachers, to share their learning progress with their parents. Teachers will be available for 5-minute meetings from 3:30pm to 6:30pm in the School Gymnasium. Should you have a matter to discuss that will take longer than the allocated time, we request that you make an appointment with the teacher concerned for a more appropriate time.

Bookings for the Plenary meetings are made online (instructions below). The website is now open until midnight on Thursday 26 February. On the day of the Plenaries changes or cancellations will need to be advised by telephone or email (details below).

To make your bookings:
2. The PTO booking site will be launched. Tick OBTAIN PIN/PASSWORD and enter the email address that you have provided to the school as your contact email. Your individual PIN will be emailed to you.
3. Full instructions for making your bookings will appear on your screen.
4. Print off your booking confirmation and check the times booked.

**Only one booking per teacher can be made for each student’s parents.** When making your bookings, please leave adequate time to move between appointments – 10 minutes is suggested. Teachers will endeavour to meet the appointment time, but there are always inevitable delays. We ask for your patience during the evening. Some teachers may have requested an interview with you in which case the symbol 🗨️ will be displayed alongside the class name.

Parking will be available on the Oval carpark off Osborn Road or any carpark on the campus. Prior to attending your meetings, please register with Mrs Wendy Chew Lee at the check-in desk and collect your name tag and venue map.

Please contact Mrs Wendy Chew Lee in the Learning Office on learning@loretonh.nsw.edu.au if you have any questions. If you are unable to attend an appointment on the afternoon of the Plenaries we ask you to call School Reception on 9487 3488 so that your daughter’s teachers can be advised.

Yours sincerely,

Ms Kieryn Bateman
Dean of Learning – Years 11 & 12