



PARENTS OF YEAR 7-11

PARENT-TEACHER CONFERENCES

15th January 2015

Dear Parents/Guardians,

Please note that the Parent-Teacher conference that was scheduled for Sunday the **18th of January** has been **MOVED** to **Saturday, 24th January 2014, from 09:00 – 13:00**. This therefore means that on the **18th of January** students must attend school as normal.

We have moved to **electronic bookings** for these interviews, so it is very important to review the process below and sign up as soon as possible to secure your appointment times. Signing-up will only be possible as from Sunday 18th January from 1pm. **Please remember to check with your child who is their teacher as this can vary.**

The Process: Please visit our Parent conference sign up site via the link below.

http://www.ptcfast.com/schools/Oxford_Academy_Secondary_Department

1. You will see a list of all the Secondary teachers available for appointments
2. Select the teachers you wish to see, and fill in your child's name, your name and your e-mail address
3. Check with your child who is their teacher
4. You will be sent an email (**check junk folder**) with instructions that will take you back to the sign up site for those teachers
5. Sign up for conferences with each of your child's teachers
6. You will then receive a confirmation email listing each of the conferences you have signed up for
7. You will receive reminder emails leading up to the conferences
8. If you wish, you can also contact our school reception, who will be able to book appointments for you.
9. Where you are unable to book appointments, teachers will be able to see you only in their free slots (where a booking has not been made). Priority will be given to those who have pre-booked their appointment.

Looking forward to seeing you on January 24th 2015.

Kind Regards,

Mr. Arafat Q Hingora

(Head of Secondary)