

Dear parents,

The first **Parent-teacher conference** this school year will take place on November 27th, 2018 from 3:30pm-6:30pm.

At the same time, you can find the sports flea market in the Dr. Koch room!

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## Guidelines for the Parent-teacher conference

- Please keep in mind that the Parent-teacher conference is **only meant for a brief information exchange of 5 minutes**. For more detailed discussions, the teachers are available during their consultation hours or by appointment.
- Please stick to the scheduled time, so that there are no delays resulting in long waiting lines, which might clash with subsequent meetings!

### How does it work?

1. Please enter the name and class of your child or children in the enclosed list. Siblings maintain a common list so that they don't have appointments scheduled at the same time.
  2. Please enter in the list from when on you are available for appointments. This "start time" is taken into account by the teachers when scheduling meetings.
  3. Please enter in the same list (on the right) which teachers you would like to meet.
  4. **Give this completed list to your child to take it to school at the latest on November 23<sup>rd</sup>.**
  5. Your child needs to pass over the list to each teacher you have listed. Those teachers will then enter a fixed appointment on your list. The teachers will leave time in between booked time slots to allow parents to walk over to the next appointment.
  6. Your child should give you back the list with all scheduled appointments.
  7. The teachers keep a list of the appointments themselves, which will be posted at about 3pm at the respective classroom door where the meetings are taking place. If there are free slots available, you can still write your name on the list to schedule a meeting. The appointment **MUST** then be followed and is not considered a reservation!
  8. Please take your list with you to the parents-teacher conference day to avoid confusion or misunderstandings!
  9. The room plan - which shows where to find which teacher - can be found on the school homepage as well as in the Aula 0 on the day itself. You can also use the attached room plan for orientation.
- Please explain to your children that they are responsible for scheduling appointments with their teachers! Should your child not be able to book a time slot, you can also make an appointment with the respective teacher during her or his office hours (by phone or email).
  - All information can also be found on our [homepage](#), in German as well as in English (downloadable).

With kind regards,  
Your team of the Parents Board