



Lockerby Composite School

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Craig Runciman, HBA, MA, BEd, MEd
Principal

Ryan Lafraniere, BSc (Hons), BEd, MEd
Vice-Principal

March 16, 2021

Dear Viking Community:

RE: PROGRESS REPORTS AND PARENT-TEACHER INTERVIEWS

In light of Sudbury area schools' school closures and pivot to remote learning on Monday, March 15th, 2021, high schools have had to make adjustments in terms of Progress Reports completion and subsequent distribution to students and parents/guardians. In order to facilitate this interim reporting during school closures, Lockerby Composite School staff will be sending an email to each student and parent/guardian with a current grade mark range, and these emails will be sent between March 15th – 19th, 2021. A reminder that this Progress Report email is only an early estimation of progress to date.

Subsequently, all Parent-Teacher Interviews will be occurring virtually on Thursday, March 25th, 2021 (through either Google Meets or telephone calls). In order to sign-up for an interview, parents/guardians will be required to visit our school website (lockerby.rainbowschools.ca) and click on sign-up link in our banner as well as in our 'Frequent Links' section. The sign-up link will be available from March 19th – March 22nd, 2021. When visiting our website to sign-up for an interview (from March 19th – March 22nd, 2021), parents/guardians will be asked to follow these steps:

1. Have the names of your student's teachers ready;
2. Use the tabs at the top of the sign-up page to locate each teacher that you wish to meet and click on the appropriate teacher tab;
3. Within each teacher tab, you will be asked to select an available time (if there aren't any times that work for you, or if you require a lengthier discussion, parents/guardians are asked to please contact their student's teacher to setup an alternate meeting). **Having said that, please note that interviews will not be 10 minutes in length (as indicated in each tab), as teachers will need a few minutes to prepare/contact their next appointment;**
4. Parents/guardians will then be asked to supply both an email address and a telephone number, as the interviews themselves will be conducted either by (1) a Google Meet (a follow-up email will be sent with the Google Meet code); (2) a telephone call (a follow-up email may or may not be sent); or (3) an email exchange;
5. Ultimately, the information that is provided during this sign-up process will be used by teachers to connect with parents/guardians during the assigned time (emails for Google Meets and email exchanges; phone numbers for calls);
6. To accommodate as many parents as possible, we have created 10-minute time slots and we are asking that both parties stick to the times allotted as much as possible. **Again, please note that interviews will not be 10 minutes in length (as indicated in each tab), as teachers will need a few minutes to prepare/contact their next appointment.**

As always, thank you for your understanding and patience as we continue on this learning journey together.

Sincerely,
LOCKERBY COMPOSITE SCHOOL

Per:

CRAIG RUNCIMAN
Principal