

Celebration of Learning and 3-Way Conference
Wednesday 2nd October 2024

Dear Parents and Caregivers,

We are excited to share our forthcoming opportunity for you to engage in learning with your child/ren and their teachers at school. On Wednesday 2nd October, the school will be open to families to visit at set times of the day. As this process involves all students and teachers in the school, your family will be at school for a specific session during the day. Formal classes will not be in operation on this day; children will come and leave with their parents. No buses will run. (Please allow between 60-90 minutes for your child).

How will the 50-minute in-class session run?

- Each block of time in class will run for 50 minutes and will involve approximately 4 families at one time in the classroom.
- During this classroom session, there will be a 3-way conference with the teacher, your child and yourself to meet to discuss and reflect upon learning, including strengths and stretches and progress to date.
- The rest of the time in class will involve engaging in learning conversations with your child, viewing learning samples and interacting with your child in a variety of other interesting tasks, etc. This part will be led by your child where possible.

What can you do once the classroom session is completed or before the classroom session (if you are not in the first session)?

- Families are encouraged to tour the school before or after the appointment with their child(ren) and can experience learning activities in a variety of other areas of the school.
- We will have guidelines for you to follow and your child will lead you to these areas.

How do you book your timeslot for the three-way conference with your child and their teacher?

1) Starting from 8.00 pm tonight Thursday, 12th September parents with more than one Kennedy child can login to Gateway at <https://ks.tg.esf.edu.hk> using your existing parental login name and password. Other parents with one child can book their appointments from Monday 16th September, 8.00 pm.

2) On the right-hand side of the Gateway homepage, click on “Click to book or update” under “3-Way conferences October 2024”.

3) Then click on the relevant event and date.

- 4) Available time slots will then be shown in white on the timetable.
- 5) Click on the time slot you wish to book. The box will turn to pink. This means that your appointment is confirmed.
- 6) If necessary, you can cancel your booking by clicking again on the slot that you have booked.
- 7) The closing date for bookings will be 8.00 pm on Monday 23rd September.

If you need any assistance regarding your Gateway login details, please email itsupport@kennedy.edu.hk.

Parents Consultation Booking Guidelines:

https://drive.google.com/file/d/15jE-q6zzAi3TtJ1PwlwVNrVuHliqO6iX/view?usp=share_link

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