



Dear Parents,

Parent-Teacher Conference Day for lower school families is next **Friday, February 26** from 8:00 a.m. to 3:30 p.m. There is no school for students that day, K through Grade 12.

As in the fall, conferences will be conducted virtually. You may begin scheduling your conferences today, **Wednesday, February 17**. Appointments with lower school homeroom teachers are 20 minutes each and 10 minutes with specialists. Instructions for creating your appointments are outlined below.

- Log in to the [school website](#) and select the "Resources" tab at the top of the page.
- Click on the "Pick-A-Time, Parent-Teacher Conference" post. This will open a page with your child's name and the names of your child's teachers.
- Select the color-coded block with your preferred meeting time for a particular teacher and click "Create Appointment".
- Repeat for each teacher with whom you would like to meet. It is not necessary to schedule an appointment with every teacher, but you are welcome to do so as space allows.
- Once you have completed your schedule, you may print a copy.
- If you would like to make changes to your schedule at a later date, you may log in again, select "Your Schedule", and follow the prompts.
- If you wish to schedule an appointment with a teacher, but your schedules do not align, please email that teacher directly to set up an appointment for another day or time.



A PDF document with all the teachers' Zoom meeting links and meeting details will be emailed to parents closer to the 26th.

When it is time for your conference, please click onto your meeting link. Parents will automatically enter the "waiting room" and will be let in by the teacher. Please be mindful of your meeting time by being prompt and respecting the time limits.

If you need help logging onto the website or have any difficulties setting up your appointments, please call the school at 508-428-5400 and ask for Carol Williams or Katie Newhall.

The faculty look forward to meeting with you and discussing your child's progress.

Best,

Lisa Kowaleski P'24, P'25
Associate Head