



Eardley Elementary School

180 North Street ~ Gatineau, Québec ~ J9H 6Y9

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February 27, 2023

Dear Parent(s)/Guardian(s),

This is a letter to inform you of our second round of Family-Teacher Meetings. The meetings will be taking place during the evening of March 16th from 3:00pm – 7:00pm and during the day of March 17th from 8:00am – 12:00pm (if necessary). The family-teacher meetings will be virtual in nature and set-up through Microsoft Teams (same process as the meetings in November). ***Please note that the staff will be given a dinner break from 5:15pm - 6:00pm on the 16th, and a fifteen-minute break on the 17th from 10:00am - 10:15am.***

This round of Family-Teacher Meetings is primarily for students who are having challenges either academically, behaviourally, or in both areas. We encourage all parent(s)/guardian(s) who have been contacted to attend the meeting, as it is extremely important to your child's success for the remainder of the year.

We are using Sign-Up Genius to book our virtual meetings. Within the next few days, if your child's teacher is requesting a progress meeting, you will receive an email with a link to sign up for your child's family-teacher meeting. If you are not contacted, yet would like to meet with your child's teacher, please send an email directly to the teacher you are requesting a meeting with and they will coordinate/share the sign-up link.

If you do not have access to the internet, your child's teacher will contact you directly (a note through the teacher's chosen method of communication OR a phone call home) with three available options for you to choose from.

Signing up for meetings will be on a first come first serve basis. Last day to sign-up for a meeting will be March 15, 2023; no meetings will be accepted beyond this date.

If you have any questions or concerns regarding Sign-Up Genius and the process, please do not hesitate to contact your child's homeroom teacher or Samantha Halpin at shalpin@wqsb.qc.ca or 819-684-5955.

Thank you,

Samantha Halpin

Principal: Samantha Halpin
School Secretary: Kimberly Teske

