



MEMO TO: Elementary Principals and Vice Principals
ETFO Thames Valley Teacher Local Members

FROM: Lynne Griffith-Jones, Superintendent of Human Resources
Craig Smith, President, ETFO Thames Valley Teacher Local

SUBJECT: Parent/Guardian-Teacher Conferences – November 15, 2024

DATE: November 1, 2024

In the 2024-2025 school year, Friday, November 15, 2024 has been designated for Parent/Guardian-Teacher Conferences.

The Thames Valley District School Board and ETFO Collective Agreement Letter of Understanding: Parent/Teacher Interviews states the following:

Effective September 01, 2005, realizing that parent-teacher interviews may significantly extend the length of the school day for teachers, the following procedures will be implemented if a professional activity day(s) is allocated by the Board for parent-teacher interviews. Following input from staff, the professional activity day shall be structured such that it enables teachers flexible and/or departure times in recognition of their extended day(s).

Parent/Guardian-Teacher Conferences support consistent ongoing communication between parents/guardians and teachers regarding student progress. The Letter of Understanding recognizes that Parent/Guardian-Teacher Conferences may extend beyond the one PA Day allocated for this purpose (often before and after the interview day) of meeting the needs of parents by providing alternate times when the teachers and parents/guardians can meet.

For greater clarity, the structure of the day will be determined collaboratively and in the following way:

- Teachers will be responsible for scheduling interviews with Parents;
- Teachers will inform Administrators when they will be conducting interviews;
- Teachers will inform Administrators of their expected arrival and departure time on the PA Day.

Further:

- Teachers will record the time and date of communication related to Parent/Guardian-Teacher Interviews in the OSR Communication Log.

It is recognized that the November 15 PA Day is a regular workday for Elementary Teachers, who have flexibility of arrival and departure on this day. No other activities are to be planned on this day. It is to be used by Teachers for the designated purpose, free of teaching, supervisory or other assigned duties.

It is recognized that mutual respect and professional courtesy will dictate the structure of the day.

If you have any questions or concerns, please contact Lynne Griffith-Jones, Superintendent of Human Resources at l.griffith-jones@tvdsb.ca or at 519-452-2000, extension 20250. ETFO Thames Valley Teacher Local Members should contact the Local Office at 519-474-3150.

Thank you.

C/ Released Executive, ETFO Thames Valley Local

Terry Card, President, ETFO Thames Valley Occasional Teacher Local

Bill Tucker, Interim Director of Education, Thames Valley District School Board

Karen Wilkinson, Interim Associate Director of Education, Thames Valley District School Board

Superintendents of Student Achievement, Thames Valley District School Board

Bethany Martin, Manager of Human Resources, Thames Valley District School Board