



Memorandum

To: Thames Valley District School Board School/Site Administrators
ETFO Thames Valley Teacher Local Members

From: Linda Nicholls, Superintendent of Human Resources, TVDSB Organizational Support Services
Craig Smith, President, ETFO Thames Valley Teacher Local

Date: October 14, 2022

Subject: **Parent/Teacher Interviews - November 18, 2022**

The following information is for all Thames Valley District School Board School/Site Administrators and Elementary Teachers.

The Professional Activity Day (PA Day) on Friday, November 18, 2022 has been designated for Parent/Teacher Interviews.

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 arrival and/or departure times in recognition of their extended day(s).

Parent-Teacher Interviews support consistent and ongoing communication between Parents and Teachers regarding student progress. The Letter of Understanding recognizes that Parent-Teacher Interviews may extend beyond the one PA Day allocated for this purpose (often before and after the interview day itself) by providing alternate times when Teachers and Parents can communicate.

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 School/Site Administrators when they will be conducting interviews.
- Teachers will inform School/Site 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-Teacher Interviews in the OSR Communication Log.

The November 18 PA Day is a regular work day 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.

For more information School/Site Administrators should contact HR Superintendent, Linda Nicholls (519-452-2000, extension 20380). ETFO Thames Valley Teacher Local Members should contact the Local office (519-474-3150).

*c/ Released Executive, ETFO Thames Valley Teacher Local
Terry Card, President, ETFO Thames Valley Occasional Teacher Local
Elizabeth Kettle, ETFO Provincial CB Staff Officer
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