



G6 & IG1 Parent-Student-Teacher 3-Way Conference on 16 October 2018

28 September 2018

Dear Parents,

G6 & IG1 Parent-Student-Teacher 3-Way Conference will be held on **Tuesday 16 October 2018, starting at 16:30 and ending at 19:45**. Parents need to sign up for the meeting(s) through SUIS Pudong online system. The signing up period will run from **8 October at 9 am through to the evening of 14 October (closes at midnight)**.

Online Booking Procedures - Please carefully read and follow these instructions:

1. Use the following link: <http://app.suis-pd.com/istas>
2. Select the grade of your child.
3. Select the date: 2018-10-16.
4. Input your child's **first and last name in English** in the cell of 'Student Name', e.g. Smith JOHN.
5. Click the cell of 'Teacher' with whom you want to book the meeting. The entire row will turn into grey. Select a meeting time (meeting start time) that is available. Please be reminded that we will adjust the time slot for each meeting to 5 minutes this time. For example, if you succeed in selecting "16:30", it means that the meeting time is "16:30-16:35". If scheduling permits, please do not book consecutive meetings to allow for travel time between meetings.
6. After clicking the time available, it will show if your booking is successful.
7. If you want to book another meeting, click "Go back" to repeat steps 5 & 6.
8. In order to have a final check for all the meetings you have booked, click 'Search' next to your child's name. All of your bookings will be displayed. **We suggest you save a screenshot or write them down.** Please note that this action is very important as a confirmation of successful bookings and it helps you to find each teacher's location on the meeting day, which will be displayed at the school lobby.
9. Given the importance of each subject studied at IGCSE, IGCSE parents of students in these grades are permitted to book 2 consecutive slots i.e. 10 minutes for each subject.
10. If you change a booking time with a teacher due to a change of your plan, please remember to cancel the old booking by emailing to Secondary Secretary - Ms. Cici Ye (ciciy.pd@suis.com.cn) so that another parent can take that time. You will then follow the steps 1 to 8 to book the meeting(s) again.

Please note that if you have already made an appointment with the teacher, you do not need to book the schedule online again. If you experience any problems using the system, please telephone Ms. Cici Ye at 58869990 ext. 209. If you need any support on translation for the meetings, please arrange for your own translators.

Please note the following important information:

- School will end at 15:50 as normal **on Tuesday 16 October 2018**, but we strongly encourage Secondary students to attend this Parent-Student-Teacher 3-Way Conference in the best interests of their education.
- You are not expected to meet all teachers. Meetings are booked on a "first come first served" basis. If you do want to meet some teachers but the time is unavailable, please schedule the meetings on another day by emailing the relevant teachers directly.
-

On **Tuesday 16 October 2018**, please enter from the school gate on Xue Ye Road. If you drive to school, please use the parking lot at the corner of Xueye road and Hongshan road. When you arrive at the school, registration will be required at the reception area in the school lobby, where you will find the teachers' location. We look forward to seeing you at the Parent-Student-Teacher Meeting.



上海浦东新区民办协和双语学校
SHANGHAI UNITED INTERNATIONAL SCHOOL PUDONG CAMPUS



Invitation

SUIS Secondary G6 & IG1 3 Way Conference

Date: Tuesday, 16th October 2018

Time: 16:30-19:45

Please show the invitation card to school security guard on arrival

Kim Sahi
Co-Principal

Ms. Bonnie Cai
Assistant Principal & Head of Secondary