



**G7, G8, IGCSE-2 & A Level-2 Parent-Student-Teacher 3-Way Conference on 22 November 2017**

3 November 2017

Dear Parents,

G7, G8, IGCSE-2 & A Level-2 Parent-Student-Teacher 3-Way Conference will be held on **Wednesday 22 November 2017, starting at 16:15 and ending at 19:30**. Parents need to sign up for the meeting(s) through SUIS Pudong online system. The signing up period will run from **13 November at 9 am through to the evening of Sunday 19 November (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: 2017-11-22.
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 "16:15", it means that the meeting time is "16:15-16:20". 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 and A-Level 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](mailto: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 5886 9990 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 Wednesday 22 November**, 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 **Wednesday 22 November** 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.

Yours Faithfully,

James Morris,  
Principal, SUIS Pudong

Ms. Bonnie Cai  
Head of (Secondary) SUIS Pudong



**中学部 11 月 22 日 7 年级、8 年级、IGCSE-2 和 ALevel-2 年级家长/学生/教师三方会谈**

亲爱的家长：

中学部 11 月 22 日 7 年级、8 年级、IGCSE-2 和 ALevel-2 年级家长/学生/教师三方会谈将于 2017 年 11 月 22 日星期三举行，下午 16:15 开始。家长需要通过学校的在线系统来预约会谈时间。**您可以在 11 月 13 日上午 9:00 至 11 月 19 日星期日晚上时间段进行网上预约（将于午夜关闭系统）。**

**网上预约程序** - 请您仔细阅读以下操作流程：

1. 登陆以下网址：<http://app.suis-pd.com/istas>
2. 选择您孩子所在的年级。
3. 选择日期：2017-11-22。
4. 在“学生姓名”一栏输入您孩子的全名（用英文输入），如：Smith JOHN。
5. 点击您希望约见教师的名字。点击后，整一栏的底纹将变灰色。选择“可预约”的时间（显示的时间为会谈开始的时间）。请注意此次各会谈时间调整为 5 分钟。如：若您成功选择了时间“16:15”，这代表您和该教师的会谈时间为“16:15-16:20”。若时间允许，请不要连着预约与各相关教师的会谈，以便腾出时间行走于不同的会谈地点。
6. 在点击可预约时间后，系统将显示您的预约是否成功。
7. 若您希望预约其他老师，请点击“返回”，并重复步骤 5 与步骤 6。
8. 为最终确定您所预约的所有会谈，点击您孩子姓名旁的“查询”按钮。您之前预约的所有会谈时间将全部显示出来。建议您保存该截屏或记录下这个预约表。这一环节十分重要，既可以为您确认您所有的预约，亦可根据该表在见面会当天在学校大厅前台处查询各个会谈的地点。
9. 鉴于 IGCSE-2 和 A-Level 年级课程的特别重要性，IGCSE-2 和 A-Level 年级学生家长允许每个任课老师连续预约 2 次（共 10 分钟）。
10. 若由于计划改变，您希望更改预约时间，请务必电邮初中部教务叶老师（[ciciy.pd@suis.com.cn](mailto:ciciy.pd@suis.com.cn)）以取消之前的预约。这样，其他的家长就可以预约您取消的时间。同时，您再根据步骤 1 至步骤 8 重新预约。

**请注意：若您已个别与老师预约了会谈时间，请勿在线重复预约。** 若您在预约操作中遇到任何问题，请电话联系教务叶老师 58869990 转分机 209。若您当天需要翻译支持的，请自行安排翻译人员到场。

请注意以下重要信息：

- 当天 2017 年 11 月 22 日星期三，7 年级、8 年级、IGCSE-2 和 ALevel-2 年级学生正常 15:50 放学。但我们鼓励中学生参加本次家长/学生/教师三方会谈，共同参与将有助于他们的学习。
- 原则上您不需要和所有教师预约见面。系统预约遵循“先到先得”的原则。若您希望见面的教师已预约满，可单独电邮他/她，以安排其他的会谈时间。

11 月 22 日星期三，请各位从雪野路的校门入校。若您驾车前来，请将车停至雪野路洪山路口的停车场。在您到校后，请先在学校大厅前台处签到，并查询您与相关教师的会谈地点。

期待在家长/教师/学生见面会见到您！

James Morris

协和浦东校区外方校长

蔡蓓

国际中学部主任

2017 年 11 月 3 日