

October 1, 2020

Dear Parents/Guardians,

Thank you very much for the support you have given to the staff at Senator Fairbairn Middle School as we returned to school this fall. It is certainly a year full of firsts and learning for all of us. Events like our Parent-Teacher conferences and Meet the Teacher nights are important as we establish relationships between the school and home. This year we are going to need to rely on many communication tools that are available so that we can continue to work together. Teachers are in the process of finalizing a variety of methods to communicate with families in the next couple of weeks. 'Teams' meetings, phone calls, individual and group emails, our Mid Week memo, our school website and Parent-Teacher Conferences are all components of home/school communication. Please feel free to contact the school should you have any specific questions.

Our Parent-Teacher Conference times are listed below. If you require a face-to-face interview at this time, our Division's Interview Booking Site will open on Monday, October 5th at 12:00 p.m. Parents must register using this link: <https://sjf.lethsd.ab.ca/parents/parent-teacher-interviews> (which is also found under the 'Parent' tab on our website). Interviews will be held on site with several restrictions as outlined below.

Thursday, October 15: 1:00 p.m. - 4:30 p.m. and 5:30 p.m. - 8:00 p.m.

Friday, October 16: 9:00 a.m. - 12:00 p.m.

The following protocols will be in place to ensure the safety of parents and staff during interviews:

- Only parent/guardians (no students or other children) are allowed to enter the building.
- All parents/guardians must use the AHS COVID screening tool prior to attending interviews. Parents will be greeted at the school and required to rescreen and sign our guest registry, in case contact tracing is needed.
- All parents/guardians and staff must wear masks.
- Parents/Guardians are asked to arrive only a few minutes prior to their interviews.
- Times will be strictly adhered to by teachers.
- Staff will be on hand to help you find your interview location.
- In order to eliminate potential contact points in the school, we will conduct interviews in the collaboration areas with interview stations spread out for privacy.
- Parents/Guardians will be asked to stand socially distanced from others while waiting for interviews.

Thank you and we look forward to seeing you on October 15th and 16th!

Fairbairn Staff