

November 2, 2017

Dear Parents/Guardians:

Report cards will be distributed to students on Monday, November 13<sup>th</sup>, 2017 during the home form period. To discuss your child's progress, please attend our first Parent/Teacher Interview night of the school year, which will be held on Thursday, November 16<sup>th</sup>, 2017 at 2:30 p.m. until 4:30 p.m. and 6:00 p.m. to 8:00 p.m. Interview appointments are booked utilizing our online appointment scheduling system. We highly encourage you to book your appointment online to ensure you have a timeslot for each of your son/daughter's teachers. However, we are also holding some spaces open for walk- ins after 4:00 pm and after 7:30 pm.

**ONLINE SCHEDULING OF INTERVIEW APPOINTMENTS:**

*Online registration must be completed before you can schedule interview appointments.* This can be completed at any time by logging into the Winston Churchill Appointment System at <http://churchillci.schoolappointments.com>. This link will also be on our weekly bulletin "Woof". Please refer to the attached Parent Instructions Guide for assistance. An email is also being sent to all parents who have provided email addresses. If you need the link emailed to you, please contact the school at 416-396-6883 to update your email contact information.

*Online appointments scheduling is only active for a specific period of time and will begin at 6:00 p.m. on November 13<sup>th</sup> and end at 10:00 a.m. November 15<sup>th</sup>.* After booking the appointments you will then be able to print a report of them and their locations. Please bring this report with you on the 16<sup>th</sup> of November.

Our staff looks forward to meeting with you on November 16<sup>th</sup>. Your attendance is important and can make a difference!


Yours truly,



Ian Bain  
Principal



Leonor Lopes  
Vice Principal



Claudine Tyrell  
Vice Principal