



## RADFORD COLLEGE

28 August 2019

Dear Parents and Caregivers

### **Y7-12 Parent-Teacher-Student Conversations Bookings open Wednesday 4 September at 7.00 am**

The 2019 Semester 2 Secondary School Parent-Teacher-Student Conversations will be held on Tuesday 17 September, 3.00 pm–8.00 pm and Monday 23 September, 3.00 pm–8.00 pm. **We expect students to attend with their parents or caregivers.**

#### **New Locations: Morison Centre and Mackinnon Building**

We are pleased to advise we will be hosting these discussions in the classrooms of the Morison Centre and Mackinnon Building. Please note the following important information to assist you to locate teachers in these buildings:

1. Teachers will be arranged in classrooms by department (there are 10 departments);
2. Teachers who teach in more than one department will generally be seated with the department in which they predominantly teach;
3. It is important to know the subject the staff member teaches so you can easily locate them;
4. At the end of this letter is a list of the classrooms and teachers, sorted by department.
5. We recommend you book appointments in blocks within one building to reduce your movement between buildings.

Staff will be available at each session to assist you and there will be signage for each building.

#### **Booking Information**

Bookings for Secondary School Parent-Teacher-Student Conversations are made through [Radford Online](#). Your Radford Online user name and password are printed on the top of your child's 2019 Commencement Letter. A Radford Online [user guide](#) is available on our website.

Bookings open on Wednesday 4 September at 7.00 am and close midnight the night before each interview day. We encourage you to make bookings early to avoid disappointment. The interview time with each teacher will be five minutes.

#### *Booking on Radford Online*

Please click on the tile on the Radford Online dashboard titled **Secondary School Parent-Teacher-Student Conversations** (tile will be visible from 7.00am on Wednesday 4 September).

Please ensure that any 'ad blocker' is turned off or disabled for this site as your logon page may not appear. If you are using Safari on a Mac, the popup blocker is found in the settings section. Most other browsers have an icon that appears at the far right of the address bar. Click on it and 'allow for this site'.

If you have more than one child in the Secondary School, their names will appear on the far right of the screen in a box in red:

Print your appointments

Tuesday 17th September Monday 23rd September

Tuesday 17th September (17/09/2019 from 3:00pm to 8:00pm)	3:00pm	3:06pm	3:12pm	3:18pm	3:24pm	3:30pm	3:36pm	3:42pm	3:48pm	3:54pm	4:00pm	4:06pm
Mr Nicholas Ewbank History - Modern T 12	Avail	Avail	Avail	Avail	Avail	Avail	Avail	Avail	Avail	Avail	Avail	Avail
Mrs Jane Smith English T 12	Avail	Avail	Avail	Avail	Avail	Avail	Avail	Avail	Avail	Avail	Avail	Avail
Mr Bradley van den Heuvel Mathematical Methods T 12	Avail	Avail	Avail	Avail	Avail	Avail	Avail	Avail	Avail	Avail	Avail	Avail
Ms Sara Vassallo Psychology T 12	Avail	Avail	Avail	Avail	Avail	Avail	Avail	Avail	Avail	Avail	Avail	Avail
Ms Rachael Weeks Biology T 12	Avail	Avail	Avail	Avail	Avail	Avail	Avail	Avail	Avail	Avail	Avail	Avail

If you have any problems booking your interview, please contact Main Reception on 6162 6200 or [reception@radford.act.edu.au](mailto:reception@radford.act.edu.au)

### Student Finishing Times on Conversation days

- Students in Years 7–10 will be dismissed from class at 2.35 pm on Tuesday 17 September and Monday 23 September as conversations commence at 3.00 pm;
- If not travelling directly home at 2.35 pm, our students in Y7-Y10 are asked to report to the Secondary School Library where supervision will be provided;
- Students in Years 11 and 12 will be dismissed at 2.35 pm and are free to leave the College at that time if not required for conversations;
- Unless advised otherwise, cocurricular activities will operate as usual on both afternoons; and
- School buses will run as per the normal schedule from 3.30 pm.

### Parking

Parking for parents is available in the car park behind the Performing Arts Centre, along the road at the back of the College, and in the carparks by the G Wigg Sports Centre, Mackinnon Building and Morison Centre. Please do not park in the ELC and Junior School parking areas until after 3.45 pm.

### Conversations

Radford College teachers are looking forward to discussing the progress of your child this term. In preparing for the discussions, teachers have been asked to consider your child's engagement with learning, application in class, achievements to date, individual needs and strategies to bring about improvement.

If you would like to further discuss your child's overall progress after meeting with the teacher, I would encourage you to either speak to your child's Tutor or Head of Year.

In addition to booked parent interviews with your child's teachers, Mrs Godfrey and I will be available for informal discussions with parents (no bookings are required).

Yours sincerely

Adrian Johnson  
Head of Secondary School

## Morison Centre Level 2

<b>Subject</b>	<b>Interview classrooms</b>	<b>Teachers (alphabetical by surname)</b>	
<b>Creative Arts</b>	Mor 2.1	Chapman, Nava Evans, Robyn Kidston, Dimity Minehan, Tim Poland, Amanda	
<b>Maths</b>	Mor 2.2, 2.3 and 2.4	Barber, Andrew Brennan, Chris Doyle, Steve Hawkes, Jeremy Hill, Peter Holmes, Maggie Maier, Alyssa	Missen, Jennifer Mitchell, Stuart Palfreman, Kym van den Heuvel, Bradley Wade, Heath Woods, Renae
<b>Design Technology</b>	Mor 2.5	Demery, Glenn Doherty, Edward Gannon, Mark Goddard, Suzanne Green, Jim	Jackson, Cathleen Jensen, Eric Wild, Michelle

## Morison Centre Level 1

<b>Science</b>	Mor 1.1 and 1.2	Black, Tom Bleys, Christopher Comino, Steph Craze, Tracey Dempsey, Trudy Murgaski, Alicia Robards, Timothy	Roberts, David Stanbury, Bronwyn Vassallo, Sara Weeks, Rachael Woinarski, Robyn Wragg, Tom
<b>SOSE</b>	Mor 1.3 and 1.4	Braithwaite, Lindy Crawford, Michael Evans, Louise Flatley-Allen, JoAnne Gibson, Boyd	Lilley, Jane Moss, Nicholas Steven, Alison van Dalen, Tim
<b>Languages</b>	Mor 1.5	Fitzpatrick, Dianne Gu, Ming Lefebvre, Di Richards, Rhiannon Sharp, Michele	

## Mackinnon Building Level 2

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<b>Performing Arts</b>	Mac 2.2	Akhurst, Nick Knapp, Kevin Leong, Emily Stenning, Sally	
<b>History, RAVE, Philosophy</b>	Mac 2.3 and 2.4	Clayton, Jeanette Ewbank, Nick Greer, Bradley Hunter, Rebecca Lonsdale, Sam	Mordike, Dylan Ridge, Emily Weigall, Bill
<b>Health, PE</b>	Mac 2.5	Clark-Wellington, Jasmin Davis, Brad Fogarty, Richelle Fritsch, Megan Guerrero, Michelle	Hoshovsky, Steve Macdonald, Darryle Nelson, Jessica Wood, Justin

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## Mackinnon Building Level 1

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<b>English</b>	Mac 1.1 and 1.2	Bailey, Jake Brock, Joe Brooks, Naomi Coll, Kylie Coyte, Declan Golding, Jason Lamson, Brett Mackerras, Ailsa	Notley, Kathleen Oreo, Julia Rehfishch, Keri Smith, Jane Wales, Kate Wallace Richards, Louise Whiting, Maria
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