



Owen J. Roberts School District

East Coventry Elementary School
932 Sanatoga Road
Pottstown, Pennsylvania 19465
Telephone 610.469.5103

November 2013

Dear Parents & Guardians:

Parent-Teacher Conferences will be held for Grades K-6 on Monday, November 25th and Tuesday, November 26th, 2013. Please note that teachers will be scheduling conferences on Monday and Tuesday from 2:10 - 8:40PM. In addition to these times, Mrs. Bevan's kinder classes are also scheduled for Monday morning from 8:40-11:30AM. This is an opportune time to discuss your child's academic achievement and personal growth in relation to curricular expectations and classroom goals for the school year. Conferences will only be scheduled on these two dates so we would hope that you would make yourself available. For grades Kindergarten through 4th, conferences will be held with the homeroom teachers for 20 minutes each. Grade 5 and 6 will be team conferences for 10 minutes each.

If you cannot be present for a conference with your child's teacher on one of these two days, you may wish to request a phone conference.

The attached response section is provided as a means to communicate a time most convenient for you to meet. Every effort will be made to schedule the time you indicate below. A confirmation of your exact appointment date and time will be sent home upon receipt of your preference. We ask for your cooperation in adhering to your assigned time in order to accommodate other parent conferences.

Students will be attending school on both mornings from 8:30AM and dismissed at 11:50 AM. AM only Kindergarten students will attend on the 25th while PM only will attend on the 26th. Full day Kindergarten students will attend on both days. **Bus transportation will be provided both ways for all students including Kindergarten.** Only breakfast will be served on both days.

IMPORTANT – School will be closed on November 27-29, 2013. School resumes on regular schedule on Monday, December 2, 2013.

Todd Oswald
Principal

Detach and return to East Coventry Elementary by November 12th.

Student's Name: _____ Grade: _____ Teacher: _____

The most convenient time to meet is indicated below as my 1st, 2nd and 3rd choice:

Monday, November 25th _____ 8:40 – 11:30am (Bevan's kindergarten classes ONLY)
Monday, November 25th _____ 2:10 – 4:30 pm _____ 5:30 – 8:00 pm
Tuesday, November 26th _____ 2:10 – 4:30 pm _____ 5:30 – 8:00 pm

_____ I am not requesting a conference at this time.

Parent/Guardian Signature

**6th Grade Parents – In order of preference , please indicate which grade 6 teacher(s) you wish to meet with: _____

If you have more than one child in Grades K-6 at East Coventry Elementary, please list their names below:

Student Name

Teacher Name

Student Name

Teacher Name

(A form should be returned to each and every child's teacher attending East Coventry.)