



American International School of Lusaka

Every student thrives

Dear Secondary Parents,

The AISL Secondary School will be hosting our Student-Involved Conferences during the afternoons of Wednesday, October 10, and Thursday, October 11, from 13:00-17:00. We encourage all parents to attend and bring your child along so that communication of expectations is clear.

These conferences are held on a first-come, first-served basis. It is recommended to parents to prioritize the teachers with whom you would like to speak and begin working down your list. After entering campus, please guide yourself to the teachers' classrooms. Chairs for waiting will be provided outside of each room. If you are unable to meet with all teachers that you would like, please remember that you can always arrange a time to meet with a teacher outside of the conference times

Conferences are limited to 10 minutes (or 15 minutes if you wish to discuss more than one child). Please be respectful of these time limits since other parents will be waiting. Teachers have been asked to run a display timer on their iPads to respect waiting families. If you have issues that require a longer conversation, please feel free to make an appointment with the teacher for another day.

After receiving tremendous positive feedback during the previous conference dates, we will be holding conferences in individual teacher classrooms once again. Members of the administrative staff will be centrally located in the Secondary Hub (K1) to help parents manage logistics. The administrative staff will be prepared to assist with campus maps, including the location of each teacher, as well as access to student schedules should parents need an extra copy. Tea and coffee will also be located in this area.

Prior to the start of the conferences, students will have a shortened day of classes. Please see the schedule below. Note that there will be no lunch served on these days as well as no after school activities with the exception of ISSEA practices. All students that are not staying with a parent or have made specific arrangements are expected to be off campus by 12:30.

07:30-08:30 1st block

08:35-09:35 2nd block

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09:35-09:55 Break
09:55-10:55 3rd block
11:00-12:00 4th block

We look forward to seeing all of you.

Sincerely,

Ty Smeins
Secondary Principal

Sheila Seiler
Secondary Assistant Principal

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