



ST. EDMUND ELEMENTARY SCHOOL

115 Beaconsfield Blvd., Beaconsfield, Quebec H9W 3Z8

Tel.: (514) 697-7621 Fax: (514) 697-7961

www.lbpsb.qc.ca

November 13, 2023

Dear Parents and Guardians,

The November 2023 Parent/Teacher Interviews will take place via zoom or over the phone on **November 20th and on November 24th**.

The schedule will be as follows:

Monday, November 20	Friday, November 24th
3:00pm - 5:30pm	8:30am - 10:00am
6:30pm - 8:30pm	10:30am - 12:30pm

1. Parents who wish to meet with their child's teacher can select an interview time through their child's Mosaik account.
2. **The booking process will be open to parents as of Tuesday, November 14th at 12:00pm and will close on Sunday, November 19th at 12:00pm.**
3. Grade 5 & 6 parents are asked to book with their child's English Teacher, but both the English and French teacher will be present in the interview.
4. ELA interviews with Ms. Pina are for grade 3 & 4 students only. Should a parent in grade 1 or 2 wish to speak with Ms. Pina, please email her directly.
5. Please do not bring your child to the interview unless specifically requested by the HR teacher.
6. We are asking parents to please join the meeting on time and respect the timeframe so that all parents have a chance to speak with their child's teacher. Being ready in the waiting room a few minutes before your scheduled time slot is recommended. The HR teacher will let parents in when it is your turn. Should a teacher wish to have a longer discussion or schedule a specific time slot, the HR teacher will contact the family directly.
7. HR Teachers will contact parents on Monday, Nov. 20th with information concerning format, zoom links or phone connection details etc.
8. Ms. Sam, our secretary, will not be accepting requests from parents for interviews.
9. Please see the instructions below for more detailed information on how to book an appointment.

Sincerely,
M. Hunter
Principal



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Instructions for How to Book a Parent/Teacher Interview through Mosaik

1. Login to Mozaïk: <https://portailparents.ca/accueil/en/>
2. Click on the "Resources" icon.
3. Select the "School Board" tab.
4. Click on the "Parent-Teacher Interviews" link.
5. Click on your child's picture.
6. Book your child's appointments.