

Holly Hills Elementary School
500 Ogden Drive
Westampton, NJ 08060
(609)267-8565
(609)702-9744 (fax)



Mrs. Jennifer Murray
Principal
jmurray@westamptonschools.org

Dear Parent/Guardian:

Parent-Teacher Conferences are being held this year on **Monday, November 22nd and Tuesday, November 23rd**, which are early dismissal days. **This is a parent only event.** The goal of parent-teacher conferences is to bring the parent(s) and teacher(s) together to share important knowledge about your child. You know your child better than anyone and your child's teacher has special training as well as experience with many different children. The teamwork between the teacher and you will greatly benefit your child. Here are some helpful hints to utilize and prepare you for your conference:

Before the Conference

- Review Your Child's Schoolwork
- Talk to Your Child About School
- Make a List of Questions or Concerns to Bring to the Conference (regarding instructional programs, student performance, and student behavior)
- Arrange for Both Parents to Attend (if possible)
- Arrive at the Conference On Time

During the Conference

- Raise Your Most Important Concerns First (time is limited to allow every parent to meet with their child's teacher)
- Listen Carefully and Stay Calm to Foster Good Communication
- Take Notes
- Develop an Action Plan with the Teacher to Help Your Child

PLEASE SEE SECOND PAGE FOR INSTRUCTIONS ON HOW TO SCHEDULE YOUR CHILD'S CONFERENCE.

We look forward to your participation in Parent/Teacher Conferences this school year. Open communication between the teacher and the parent is vital to your child's performance and growth. The school counselor and special area teachers will be available in their classroom/office or you can call ahead to schedule an appointment with any of these staff members. Following Parent/Teacher Conferences, I encourage you to stay in touch with your child's teacher, participate in future school activities, and continue open communication with your child.

Sincerely,

Jennifer Murray

Jennifer Murray

Directions to Schedule Your Child's Parent/Teacher Conference

1. Use any computer with internet access.
2. Go to the district website: www.westamptonschools.org OR you can access the website directly using the following address:
www.canyoncreeksoftware.com/scheduler/nj/westampton/
3. Click the "Holly Hills" tab at the top of page
4. Click the tab on the left column of the school webpage "P/T Conference Scheduler"
5. Choose "Holly Hills School" from the drop down list and click "GO"
- 6. Enter school password: hhs**
7. Click on the "**Look Up Student ID**" button
8. Enter your child's first name, last name, and birthdate
9. Confirm that the system located the correct child.
10. Check the box next to the name of each teacher you would like to meet with...you may click more than one box.
11. If you have another child in the school, answer "Yes" to the question "Do you want to schedule conferences for another student?" If you do not have another child in the school, then answer "No" and skip to step #13.
12. If you DO have another child in the school, repeat steps 7, 8, & 9. When you have finished locating all of your children, answer "No" to the question "Do you want to schedule conferences for another student?"
13. You will then see time slots of all of the teachers and children you have selected.
14. Select the times that work best for your schedule.
15. Enter your e-mail address. (This enables the system to send a reminder email when the conference date nears.)
16. Then confirm your appointment details and print your conference schedule.
17. Important: Write down the Confirmation Number. You will need this number if you need to cancel/reschedule your appointment(s).
18. Click "School Home Page" to logout.

Need help? Contact the Holly Hills main office: 609-267-8565 ext. 2000.

Deadline for scheduling your conference: Tuesday, November 2, 2021