



Thames Valley
District School Board



MEMO TO: Elementary Principals and Vice Principals
ETFO Thames Valley Teacher Local Members

FROM: Lynne Griffith-Jones, Senior Superintendent of Human Resources
Mike Thomas, President ETFO Thames Valley Teacher Local

SUBJECT: Parent/Caregiver Teacher Conferences – November 14, 2025

DATE: October 30, 2025

In the 2025-2026 school year, Friday, November 14, 2025, has been designated for Parent/Caregiver-Teacher Conferences.

Since 2005, the Thames Valley District School Board (TVDSB) and ETFO Thames Valley Teacher Local have maintained a *Letter of Understanding* outlining the operational details of the Parent/Caregiver-Teacher Interview Day. The designated Parent/Caregiver-Teacher Interview Day serves to acknowledge and support consistent, ongoing communication between parents/caregivers and teachers regarding student progress. It is recognized that communication with parents/caregivers is ongoing and extends well beyond this day, as teachers regularly provide alternate times, opportunities, and methods for meaningful engagement with families.

The *Letter of Understanding* acknowledges that such communication may extend beyond the designated PA Day, often occurring before or after the interview date. As such, as per the *Letter of Understanding*, teachers have flexibility of arrival and/or departure on this day. While Friday, November 14, 2025, is a regular workday, teachers may determine their own arrival and departure times based on their professional schedules. This flexibility acknowledges the extended time and efforts teachers make to communicate with families. No other activities are to be planned on this day. It is to be used by Teachers for the designated purpose, free of teaching, supervisory, or other assigned duties.

Please note that this flexibility is not a “time-for-time” arrangement. Teachers are expected to use their professional judgment in scheduling interviews and maintaining effective communication with families. Teachers independently arrange their interview schedules in a manner that best meets their needs and the needs of their students and families and will inform their administrators when they will be conducting interviews.

For clarity, the day should be structured collaboratively as follows:

- Teachers are responsible for scheduling interviews with Parents/Caregivers.

- Teachers will inform Administrators when interviews are being conducted.
- Teachers will inform Administrators of their expected arrival and departure times on the PA Day.
- Teachers will record the time and date of communication related to Parent/Caregiver-Teacher Interviews in the OSR Communication Log.

Thank you for your continued professionalism and commitment to fostering meaningful connections with families. Your efforts — both on Parent/Caregiver-Teacher Interview Day and throughout the year — strengthen relationships, support student learning, and showcase the very best of what Thames Valley schools offer.

If you have any questions or concerns, please contact Lynne Griffith-Jones, Senior Superintendent of Human Resources at L.griffith-jones@tvdsb.ca or at 519-452-2000, extension 20250. ETFO Thames Valley Teacher Local Members should contact the Local Office at 519-474-3150.