



ST. PAUL SCHOOL

8251 St. Albans Rd., Richmond, BC V6Y 2L2 | Tel. 604-277-4487 | Fax. 604-277-1810
Email: office@stpaulschool.ca | www.stpaulschool.ca

April 05, 2018

Dear St. Paul Families,




As part of the ongoing reporting process for the school year 2017-2018, our **STUDENT LED CONFERENCES** are taking place on **Friday, April 20, 2018 from 8:00 AM to 6:00 PM.**

These conferences provide an excellent opportunity for the children to share their many accomplishments with you. I am sure you will be proud of your children as they demonstrate responsibility for their work and enthusiasm for learning.

Each conference is scheduled for 30 minutes and takes place in the classroom. The children conduct the conferences themselves while the teacher is present in a supportive and encouraging role. *If you have a concern that you would like to speak with the teacher about, please make arrangements for a meeting at another time.* We encourage you to register an appointment following the directions below. To accommodate all families in a class, two or three groups are in the room at the same time.

How to book your appointments:

You will be able to register from 9am on Saturday, April 14th until 10 am on Thursday, April 19th.

1. Go to the web site: <http://stpaul.schoolappointments.com>
2. Login into your account. This is the same account you've set up during the *Three Way Conference last October 2017.*
3. Click on "**Manage Students**". Schedule an appointment for each child by selecting the calendar icon  and choose your child's teacher.
4. Click "**View Calendars**" and choose any available time slots then click "**Book Appointments**" when you are done. Repeat this for each child.
5. When you are finished you can view your appointments under the "**PROFILE**" tab by selecting "**View Appointments**". You can also print your appointments from the view screen.

It is suggested for the Primary children, especially the Kindergartens and Grade Ones, to have their conferences early in the day, if at all possible. They have prepared well and need to be at their best for you. Every effort will be made to accommodate your requests.

There will be no regular classes on Conference Day. The children will come to school, in uniform, with you at the scheduled time. The Library will be open for students with siblings while they wait for their own conference time with you.

We regret we are unable to supervise pre-school children at this time.

Thank you for your support and for taking this opportunity to engage in your child's education.

Sincerely,

Maureen Moorehead
Principal