



# ST. PAUL SCHOOL

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October 18, 2018

Dear Families of St. Paul School,

**Friday, November 2<sup>nd</sup>**, has been set aside as a "**Three Way Conference Day**". On this day, you and your child will be involved in a style of reporting that will include a parent/student/teacher exchange. We will continue to hold the three way conferences in the same manner we had last year. This set up proves to be the most beneficial and effective way of recounting your child's accomplishments.

Having students take an active part in evaluation helps them develop a sense of responsibility for their own learning. It enables students to reflect on their own growth, giving them a sense of what they have learned, where they are now, and what goals they can focus on for the next term.


To allow for privacy, all conferences will be held in the school gym at individual tables, between **8am to 6pm**. Each family will meet with the teacher at a time. **There will be no regular classes on Conference Day**. The children will come to school, in uniform, with you at the scheduled time. Each student is allotted a conference time of 10 minutes. If you feel that more time is required, please schedule a meeting with the teacher at a later date. **\*Please note that classrooms will not be open to families as in the past.** The Library will be open for siblings while they wait for their own conference time with you. **We regret we are unable to supervise pre-school children at this time.**

**Conferences for Grade 3 to 7:** At this conference the student leads the discussion by showing you a portfolio of his/her work in the presence of his/her teacher. Your child discusses his/her progress, and sets further learning goals. Your role is to acknowledge your child's efforts and accomplishments, and to make comments, ask questions and voice concerns in a constructive manner. The teacher's role is to point out signs of progress and main areas of concern, as well as to help set further learning goals.

**Conferences for Kindergarten, Grade 1 and Grade 2:** Parents will have a **Parent/Teacher** discussion focussing on your child's efforts, progress and accomplishments. Your child can come with you and stay in the library while you have the meeting with the teacher or he/she can stay at home. He/she has to be in uniform if he/she comes with you to school.

### How to book your appointments:

You will be able to register from **9:00am on Friday, October 26<sup>th</sup>** until **10:00am on Thursday, November 1<sup>st</sup>**.  
**NO Login Code will be required during this time.**

1. Go to the web site: <http://stpaul.schoolappointments.com>
2. Register for an account by clicking the "REGISTER" menu tab and filling in the on-line form. Choose a user ID and password for yourself and then click the "Register Now" button.
3. Add your child/ren into the system by clicking the "Add a Student" button. Click "Insert New" button to add more children.
4. Click the calendar icon  beside each child's name and select a teacher to schedule appointments.
5. Click "View Calendars" and choose any available time slots then click "Book Appointments" when you are done. You can view your appointments by selecting the "PROFILE" tab. You can also print your appointments from the view screen.

**Kindly note that a new registration has to be completed by ALL families every new school year.**

Thank you for your continued support in our efforts for all the children of our school.

Sincerely,

Maureen Moorehead  
Principal