



ST. PAUL SCHOOL

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October 03, 2019

Dear Families of St. Paul School,

On **Friday, Oct. 18th**, we will have our **Learning Conference Day**. On this day, parents have the opportunity to conference with teachers regarding your child's progress. Parents with children in Kindergarten to Gr. 2 will meet with the teacher(s) alone, and parents with children in Gr. 3 to 7 will have their child join them for the conference.

Having Gr. 3 to 7 students take an active part in the 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 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.** Parish Centre rooms 1 & 2 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.**

Learning 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.

Learning 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 parish centre rooms 1 & 2, 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 11th** until 10:00am on Thursday, **October 17th**.
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