



ST. PAUL SCHOOL

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October 09, 2020

Dear Families of St. Paul School,

Our scheduled **Learning Conference Day** is fast approaching. Parents have the opportunity to conference **in person** with teachers regarding your child's progress. Due to the COVID-19 pandemic and the need to keep our gathering numbers low, **intermediate students will not join the conferences this year. Conferences will be parents and teacher(s) only.**

All conferences will be **held in the school gym** at individual tables. Each family will meet with the teacher at a set time. Each family is allotted a conference time of 10 minutes per child. An additional 5 minutes will be used to switch out and sanitize the chairs and surrounding areas. We ask all parents to wear a mask. Hand sanitizer will be available on every table, chairs will be disinfected after each use, and plexiglass barriers will be on each table.

School will dismiss at Noon on Thursday, Oct. 22nd, and there will be no classes on Friday, Oct. 23rd.

We ask that no students come to school during the conferences. Parents only. Child-minding will not be offered this year.

To accommodate the families better, this year we will have 2 conference days to choose from.


Appointment Dates: **A. Thursday, October 22nd, from 1:00 pm to 8pm**

B. Friday, October 23rd, from 8:00 am to 11:30am

How to book your appointments:

You will be able to register from 9:00am on Friday, **October 16th** until 10:00am on Wednesday, **October 21st.**

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