



ST. PAUL SCHOOL

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April 07, 2021

Dear St. Paul Families,


As part of the ongoing reporting process for the school year 2020-2021, our **STUDENT LED CONFERENCES** are taking place in person on **Friday, April 23, 2021 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 20 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 groups are in the room at the same time following the Covid-19 protocols.

How to book your appointments:

You will be able to register from 9am on Saturday, April 17th until 10am on Thursday, April 22nd.

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 *Learning Conference Day last October 2020.*
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 slot. 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.

We regret that due to Covid-19 restrictions, the library will not be open for students with siblings while they wait for their own appointment time. Instead, they will be required to stay with you at all times while they are in the school premises. We will also be unable to accommodate pre-school children during this time.

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

Sincerely,

Maureen Moorehead
Principal