



ST. PAUL SCHOOL

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

October 06, 2021

Dear St. Paul Families,

Our Learning Conference Day is fast approaching! This year Parent/Teacher Conferences will take place on **Thursday Oct. 21st and Friday, Oct. 22nd**.

Parents have the opportunity to conference in person with teachers regarding your child's progress. In an effort to keep our numbers low, students will not join the conferences this year; conferences will be between teachers and parents only.

A change this year – conferences will be held in the **classrooms** (not the gym). Each family will meet with the teacher(s) at a set time for 10 minutes. An additional 5 minutes will be used for sanitization and to prepare for the next family. All parents must wear a mask, and sanitizer will be available.

School will dismiss at Noon on Thursday, Oct. 21st, and there will be no classes on Friday, Oct. 22nd.



We ask that **students do not come** to school during the conferences. **Parents only**. Child-minding will not be available this year.

We will have 2 conference days to choose from.

Appointment Dates: A. Thursday, October 21st from 1:00 pm to 8pm
B. Friday, October 22rd, from 8:00 am to 11:30am

How to book your appointments:

You will **only** be able to register starting **Friday, October 15th** at 8 am until 10:00am on **Wednesday, October 20th**.
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. Click on "**Add a Student or Participant**". Type in your child's name and click "insert".
4. Click the calendar icon  beside each child's name then click the calendar icon  on your preferred date.
5. Select a teacher and click "**View Calendars**". Choose any available time slot to schedule appointments.
6. When you are finished you can see your appointments under "**View Appointments**". You can also view and print your appointment by selecting the "**PROFILE**" tab.

Kindly note that a new registration has to be completed by ALL families every new school year. Last school years' family profile have all been deleted.

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

Sincerely,

Maureen Moorehead
Principal