



ST. PAUL SCHOOL

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October 08, 2024

Dear St. Paul Families,

Our Parent-Teacher Conferences Day is fast approaching! This year Parent/Teacher Conferences will take place on **Thursday, Oct. 24th, from 8am to 6pm**. Parents will have the opportunity to meet with the teachers regarding your child's progress.

Conferences for **Kinder to Grade 7** will be **between teachers and parents alone**. ***Please arrange for childcare.***


All conferences will be **held in the classroom**. Each family will meet with the teacher at a set time. Each family is allotted **10 minutes**. If you feel that more time is required, please schedule a meeting with the teacher on another date. Please arrive 5 minutes before the start of your appointment. If you are late, you will not be given extra time.

Parents of students in **Grades 5, 6 & 7** may book a time to meet with Mr. Kelly (PE and Music) and/or Madame Caprilli (French). (Please note that this is **NOT** an opportunity to discuss your Kinder to Gr. 4 child's progress in PE, Music, or French.) Mr. Kelly will be in the library and Madame Caprilli will be in the Resource Room on the second floor.

There will be no regular classes on Conference Day. We ask that **students do not come** to school during the conferences. Child-minding will not be available.

How to book your appointments:

You will *only* be able to start booking for your appointments on Saturday, Oct. 19th, from 9:00am until 10:00am on Tuesday, Oct. 22nd. **NO Login Code will be required once booking starts.**

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 and select a teacher to schedule an appointment.
5. Click "**View Calendars**" and choose an available time slot.
6. When you are finished you can see your appointments under "**View Appointments**". You can also view and print your appointments by selecting the "**PROFILE**" tab.

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

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

Sincerely,

Maureen Griffin
Principal