

October 21st, 2019

Dear Parents:

Progress Reports will be going home on November 8th, 2019. The Fall Progress Report Card places a strong emphasis on the development of students' learning skills and work habits. Students' achievement of six learning skills and habits will be shown on the front page of the progress report card. These are: (1) Responsibility, (2) Organization, (3) Independent Work, (4) Collaboration, (5) Initiative, and (6) Self-Regulation. The development of these skills and habits will be reported as "excellent", "good", "satisfactory" or "needs improvement" and a large space is provided for teacher comments about students' strengths and areas for improvement.

Ministry policy places an emphasis on teachers using the progress report card to conduct rich discussions and proactive interviews or conferences with parents and/or students in the Fall to help establish a positive tone for the remainder of the year. This Progress Report Card indicates for parents how well their children are progressing in all the subjects and provides an early indication of those subjects where the student may need additional help. For each subject area, teachers will check whether the students are: (1) Progressing With Difficulty, (2) Progressing Well, or (3) Progressing Very Well. Please note: Students in ELKP will receive an Initial Observations Report and interviews are strongly encouraged.

ON-LINE INTERVIEW PROCEDURE

Keeping the lines of communication open throughout the year is an important component for student success. To continue to foster this, St. Joseph's School will be holding **Parent Teacher Interviews on Thursday, November 14th from 3:00 to 7:30 p.m. and Friday, November 15th, 2019, from 8:30 to 11:30 a.m.** Interviews will be **10 minutes in length.**

To arrange for a **Parent/Teacher Interview** -

- 1. Log into – <http://sjs.schoolappointments.com> and register for an account by clicking the “REGISTER” menu tab and filling in the on-line form. Open for booking appointments from October 28th – November 11th, 2019.**
- 2. Add your children into the system by clicking the “Add a Student” button.**
- 3. Once you have selected your date and time, you can **print a copy for your reference.** A **Confirmation Note** (of your interview date / time) **will not be sent home in your child’s report card.****
- 4. A **system reminder email** will be sent to you about the interview date / time. Your email address is an important piece to automated communication from school. If you do not receive our automated emails and telephone calls from the school, please give us a call so we can check and update your email address on file with us.**

Please contact the school if you have any questions.

Respectfully,

Mrs. H. Graham, Principal
File: Report Cards

