



# ST. BASIL

Catholic Elementary School

Here are a few important reminders about the progress reports and what you are asked to do at this time:

- Your copy of the progress report will be distributed on November 8th. This will be yours to keep. Another copy will be placed in your child's Ontario Student Record (O.S.R.) here at school.
- **Page two of the report card** is for comments from you and/or your child about your child's report card with respect to your child's strengths and next steps. **This page must be completed and signed by you and your child. Please cut off the bottom portion of page two and return it to the school.**

Report cards are an important tool to help you to see how your child is progressing. It is very important for you to sit with your child at this time and to use this in a proactive way rather than a reactive way. In other words, try to take the stress out of this that some children associate with report cards by acknowledging:

- ✓ what was done well
- ✓ what needs to be done in order to improve
- ✓ that they can make a plan to make improvements.

Encourage your child to accept responsibility and to take ownership for what has happened so far and for what needs to be done in the coming weeks to make the necessary improvements. This is a very important component of the learning process for all students. You may wish to refer to the 'Learning Skills and Work Habits' section on page one as you give some thought to your child's 'goal for improvement.' Each of the six skills and habits has a list of guidelines that both parents and teachers can refer to when determining how well a student is exhibiting these desired learning traits, and what needs to be done in order to become a better learner.

A healthy and positive child - parent - school relationship is vital in order for your child to experience happiness and success at learning. We are endeavouring to meet with each child's family in the first term to discuss the report card and to plan together how we can support your child in his/her learning. Please do not hesitate to contact us here at school to discuss how we can accomplish this together.

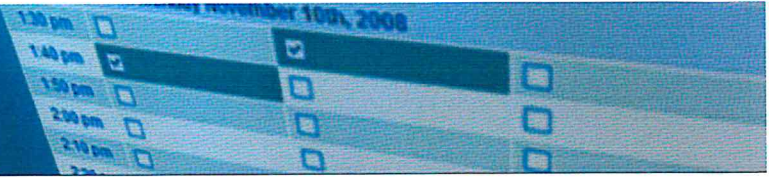
**Page 2 of this notice are the instructions to register with our online appointment booking system. If you registered last year, you will have to re-register this year. Once you are registered you can add your students to the system. Registration and booking begins Oct 23 until November 11. You will be able to schedule interview times for your children on November 14 or 15.**

**If you cannot attend during the interview dates and times, please contact your child's teacher to make arrangements for an interview.**

We thank you for your cooperation and we look forward to seeing you.

Respectfully yours,

Lisa Kuyper,  
Principal



## School Appointments - Parent Instructions

1. Go to our school appointments web site <http://bbas.parentteacherconferences.net>
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 children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.
4. Click the "**date**" icon beside each child's name to schedule appointments.



Select the staff you wish to book appointments with and the "**View Calendars**" button. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.



5. Click on available time slots to book your appointments to make your bookings.