

# *St. Anne Catholic Elementary School*

127 Elgin Street, North - Cambridge Ontario, N1R 5H6  
Phone: 519-621-8920 / Fax: 519-621-8927



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At Our School We..... "Strive For Excellence and Manners Matter"

October 17, 2019

Dear Families,

We look upon the upcoming student / parent / teacher conferences on Thursday, November 7<sup>th</sup>, as a great opportunity for us to gain a better understanding of your son/daughter's academic abilities. With this in mind, we would like to ensure your child(ren) is/are with you the night of conferences.

Students that take ownership for their learning have an enhanced chance of being successful in school. They better understand and can identify what their strengths are and what they need to focus on to achieve success each term. Therefore, the interview will be run by your son/daughter.

Please review the conference outline below.

As part of the conference, your son/daughter will be sharing some of the work that he/she has done. The teacher will help your child be prepared for the conference. You can help your son/daughter prepare for the conference by helping them complete page two of the progress report.

The teacher will also talk about their observations of your child's growth as a student in the hopes this will help you expand your understanding of their learning style.

This conference is also an opportunity for the teacher to learn from you. You are and will continue to be your child's first and most important teacher. We are especially interested in hearing from you about your child's strengths and interests. This will also be a good time to let the teacher know about any problems or goals you feel we should know about.

Interview outline: (15 minutes long)

1. Teacher greets parent(s) and student in the hallway.
2. Student introduces parent and teacher in the hallway.
3. Student reviews the purpose and conference process at the conference table.
4. Student shares their strengths and work samples.
5. Parent has the opportunity to ask questions or raise points with either their child or the teacher.
6. Teacher responds and shares from their assessment of your child.
7. Next steps and learning goals are discussed and decided upon.

We look forward to meeting with you.

Warm regards,

The St. Anne School Staff

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## ST. ANNE CONFERENCE REQUEST FORM

**Please return this form with your youngest / only child by Tuesday, October 29<sup>th</sup>**

Student-Led Conferences will take place on Thursday, November 7<sup>th</sup>, from 4:15 p.m. – 8:30 p.m.

We ask that you select a block of time for your conference. The teachers will determine a 15 minute conference time and you will receive written confirmation of your scheduled time with your child's Progress Report.

On this form, please list all of your children (in grades 1 – 8 only), as well as their grade and teacher's name. Return the form with your youngest or only child by Tuesday, October 29<sup>th</sup>. **If the form is not returned, we will not guarantee you an interview on this date.** Please contact your child's teacher directly to make alternate arrangements if you cannot make the conference time.

Junior Kindergarten and Senior Kindergarten students are not involved in this process; therefore, they should not be included on the form. Information about JK/SK observations will be coming home soon.

We strongly encourage you to ensure your child attends the conference with you.



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**Please check one of the following:**

- I have recently met with my child's teacher and do not require a conference at this time
- I would like a telephone conference arranged with the classroom teacher
- I would like to request a student-led conference on November 7<sup>th</sup>

**PLEASE CIRCLE ONE TIME SLOT for a formal Student-Led Conference:**

Thursday, November 8<sup>th</sup>:      4:15 – 5:00    **OR**    5:00 – 7:00    **OR**    7:00 – 8:30

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

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Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

- I would like the "FSL Teacher" to attend the conference
- I would like the "Planning Time Teacher" to attend the conference
- I would like the "Special Education Teacher" to attend the conference

Parent / Guardian Signature: \_\_\_\_\_

**Please return this form with your youngest / only child by Tuesday, October 29<sup>th</sup>, 2019**