



November 18, 2021

Student Progress Conferences for this term will take place both virtually and with a **limited** in person opportunity (for families who find themselves unable to connect virtually), on Thursday, November 25 from 3:30 pm to 8:00 pm. (Kindergarten parents will have an additional time slot on Friday, November 26 from 9:00 to 11:30.) These conferences are being held to help ensure that you are provided with as much information as possible about the progress of your child(ren). Combined with regular notes, parent portal information and contacts initiated by both home and school, these conferences will promote open lines of communication.

Our school uses a web-based system called General Vanier Conference Manager, which makes the booking process an easy process for teachers and parents. This application will allow you, as a parent, to use the Internet to view your child's teacher's conference schedule (including our Student Services, Music, and Physical Education specialists) and book an appointment quickly and easily over the Internet. If you have more than one child attending at the school, schedules for all teachers can be visible at the same time to help coordinate your meeting schedule. The Conference Manager will be open for bookings at 9:00 am on Monday, November 22.

Booking Virtual Appointments

Here is the information you will need to book an appointment:

1. Go to our school's website homepage and click the link titled General Vanier Conference Manager. Or use the following address to go directly to the Conference Manager:

<https://lrsdconference.schoolsoft.com/login.jsf;jsessionid=2F7C97D99DD110530717CAC6DA661E28>

2. Register for a parent account by clicking the REGISTER NOW button. You will only need to do this once. Although parents can register at any time, the booking of conferences can only begin at the date and time displayed on the log in screen.

3. When the Conference Manager is open for booking, you log in, click the BOOK NOW button and follow the prompts. If you have more than one child in the school, select the homeroom teacher for each child by placing a checkmark beside each teacher's name. This will make it easier for you to coordinate your schedule.

4. The day of your conference, you will receive an email with a link to access your appointment. You will receive the link, close to your scheduled time.

- When you get the email, click on the link that states your CONFERENCE IS READY TO BEGIN. It will ask you to click the URL to join the conference and then click the JOIN NOW button to be granted access into the lobby (waiting room) until the teacher invites you to join them.

- The teacher will invite you into the meeting and voilà!

Please be patient should your conference not commence at the exact time you were scheduled to start. If technical difficulties are encountered, the teacher will contact you via Skype with the phone number you need to provide when you schedule a conference.

When finished booking, click the log off button located at the top right of the browser window. You will have the opportunity to provide feedback regarding the use of the Conference Manager to the school administration through a user survey before completely exiting.

Booking in-person appointments

Here is the information you will need to book an appointment:

Please contact the school office if you would like to book an in-person meeting by calling 204-255-1400.

We recommend that only caregivers who are unable to attend virtually sign up for in-person meetings. PLEASE NOTE: To attend student progress conferences in person, parent(s)/guardian(s) must be fully vaccinated and be willing to show proof of their vaccination status (digital QR code or physical vaccination card and proof of identification) at the front door of the school (by the flag pole). No other door can be used to enter the school. In an effort to limit the number of people in the school and to avoid cross-cohorting as much as possible, the following protocols will be in place:

- If anyone in the household is scheduled to attend an in-person conference is feeling sick, please remain at home. Please administer the self-screening tool before attending: <https://sharedhealthmb.ca/covid19/screening-tool/>
- Please consider having only one parent/guardian attend the conference. Siblings that are not school-aged or that do not attend General Vanier should remain at home. Only school-aged students can attend their conference with their parent(s)/guardian(s).
- Please arrive at the school no sooner than 5 minutes before your appointment.
- All attendees must always wear medical-grade masks. Masks will be provided by the school.
- Once vaccination status has been verified, parent(s)/guardian(s) will receive a note to give to their child(ren)'s teacher that will inform them that the parent(s)/guardian(s) vaccination status has been verified. One note will be given for each appointment for each parent(s)/guardian(s).
- At the end of your child(ren)'s appointment(s), parent(s)/guardian(s) must exit through the south doors (closest to the parking lot) as the front entrance will already be busy with parent(s)/guardian(s) getting their vaccination status verified.

These protocols follow LRSD policies and the province's public health orders. If you want to have an in-person meeting but have concerns about being able to meet these protocols, please contact the office before the night of the conferences.

We greatly appreciate parents booking their own appointments but know this is not always possible. If you are unable to book your own appointment, please call the school during regular office hours and we will be happy to assist you over the phone.

Please contact the office if you have any questions or concerns.

Allie Hassin
Principal,
General Vanier School