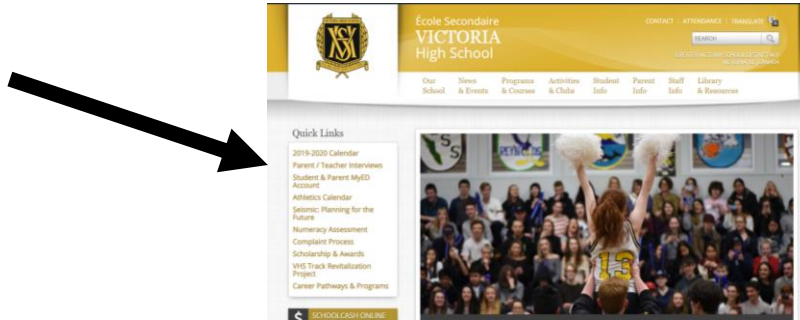


PARENT / TEACHER MEETINGS

Parent Teacher Meetings are being held on **December 8th from 4:00 pm to 6:00 pm via Zoom**. Telephone meetings can also be scheduled. Meetings are booked on-line using Microsoft Booking. Parents / Guardians are able to easily access the system and **book appointments from Nov 26th at 8:00 am until December 3rd at 4:00 pm** on a first-come basis. You will need the names of the teachers that you would like to meet with (please ask your student for teacher names).

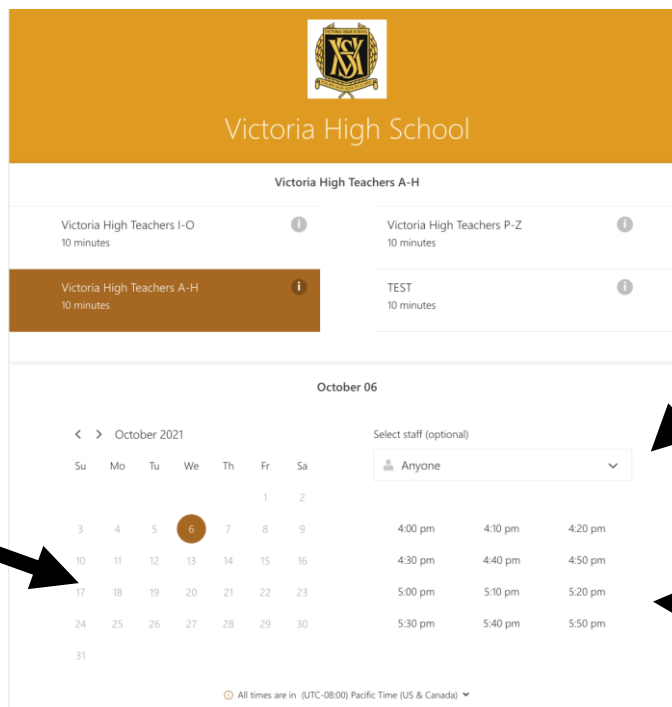
How to Book Parent / Teacher Meetings

1. Click Parent / Teacher Meetings, under “Quick Links” on the Vic High website (www.vichigh.sd61.bc.ca)



2. Booking an appointment using **Microsoft Bookings**: The link for this is in the email sent out on Friday.
<https://outlook.office365.com/owa/calendar/VictoriaHighSchool@gvsd61.onmicrosoft.com/bookings/>

- a. Select a ‘**Service**’ (Victoria High Teachers A-H or I-O or P-Z).
- b. Select October 6th from the **Calendar**.
- c. Choose your child’s teacher from **Select Staff**
- d. Choose a meeting time from the available options. If a time is not available it has already been booked. If all time slots are filled, please email the teacher directly to make alternate arrangements.
 - i. Note: If you are participating in more than one Zoom or phone meeting you should space your appointments to allow time to finish one meeting and join another.



Select a **Service** from the list.

A-H or I-O or P-Z

Choose your child’s teacher from the dropdown menu.

Select the date designated for Parent Teacher Meetings – Dec8, 2021

Choose a meeting time from the available options. If a time is not available it has already been booked.

- e. Under **Add Your Details**, enter parent name, email address and phone number.
 - i. Under notes, please enter any additional notes you would like to message to your child's teacher (Optional).
- f. Under Provide Additional Information, please enter your child's name and if you prefer a Zoom (virtual) or phone meeting.
- g. When all information is added, click **Book** to complete your booking.

Add your details

Name

Email

Address (optional)

Phone number

Please let us know if you have any special requests. Thank you.

Notes (optional)

Provide additional information

What is your child's name?

Do you prefer a Zoom (virtual) or phone meeting?

--select an option--

Please ensure that you've selected your child's teacher for your meeting.

Book

3. Parents / Guardians will receive a Zoom meeting invitation on Tuesday Dec 7th which is the day before the Zoom meeting. The following link provides step by step instructions to join a Zoom meeting.

https://docs.google.com/document/u/1/d/e/2PACX-1vQWX3KMu0Xa9_vGYITiWr-unK4yixhPu5Z1WHqbnguJwnsFjv0uoal1v7J9sY1mDVN-wjMqhCsus-du/pub

Please sign in to your Zoom meeting 10 minutes prior to your scheduled time and wait to be given access. Your student's teacher will invite you in to the meeting as close to your scheduled time as possible.

If you selected a phone meeting, please be available at your designated time.