

Parent / Teacher Meetings

Parent Teacher Meetings are being held on October 30th from 3:30pm - 5:30pm and 6:00pm - 7:30pm at Vic High (1260 Grant Street) throughout the first floor hallway and communal spaces. Meetings are booked online using Microsoft Booking. Parents and guardians are able to easily access the system and **book appointments from October 21st at noon to October 28th at noon on a first come first served basis.** You will need the names of the teachers that you would like to meet with (please ask your student for their teachers' names).

How to book Parent / Teacher Meetings:

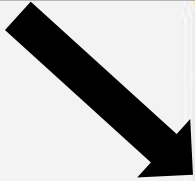
1. Click Parent/ Teacher Meetings under 'Quick Links' on the Vic High website (<https://vichigh.sd61.bc.ca/>)



2. Booking an appointment using **Microsoft Bookings**:
<https://outlook.office365.com/owa/calendar/VictoriaHighSchool@gvsd61.onmicrosoft.com/bookings/>

- Select a **'Service'** (Victoria High Teachers A-G or H-M or O-Z)
- Select the correct date from the **Calendar (October 30)**
- Choose your child's teacher from **Select Staff**
- 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.

Select a service from the list
(A-G or H-M or N-Z)



Victoria High School

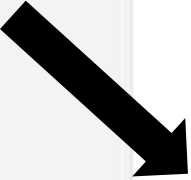
Teachers H-N

Teachers A-G
8 minutes

Teachers H-N
8 minutes

Teachers O-Z
8 minutes

Select the date determined by
your school for parent teacher
meetings



October 30

October 2024

5	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Select staff (optional)

Anyone

3:30 PM	3:38 PM	3:46 PM
3:54 PM	4:02 PM	4:10 PM
4:18 PM	4:26 PM	4:34 PM
4:42 PM	4:50 PM	4:58 PM
5:06 PM	5:14 PM	5:22 PM
6:00 PM	6:08 PM	6:16 PM

Choose your child's teacher
from the drop down menu



Choose a meeting time from
the available options. If a
meeting 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)

The image shows a two-step booking form. The first step, titled "Add your details", contains four input fields: "First and last name *", "Email (optional)", "Address (optional)", and "Phone number (optional)". To the right of these fields is a "Notes" section with a text area labeled "Add any special requests (optional)". A callout box on the left says "Enter your name, email address and phone number" with an arrow pointing to the first three fields. A callout box on the right says "Please enter any additional notes you would like to message to your child's teacher" with an arrow pointing to the notes text area. The second step, titled "Provide additional information", has a text input field for "What is your child's name?". Below this is a checkbox labeled "Please ensure that you've selected your child's teacher for your meeting." A callout box on the left says "Please enter your child's name" with an arrow pointing to the name input field. At the bottom of the second step is a brown "Book" button. A callout box on the right says "After you've confirmed you've selected your child's teacher, please select Book to complete the booking" with an arrow pointing to the "Book" button.

- f. When all information is added, click **Book** to complete your booking