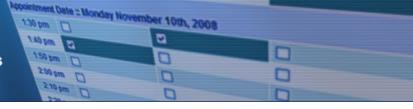
School Appointments.com

Scheduling Parent Teacher Appointments
Can be Easy for Everyone!



Britannia Secondary School Family/Teacher Conferences

Thursday, Dec 5, 2024 - 4:30pm - 6:30pm, Britannia Secondary Cafeteria

Students will be dismissed at 2:05pm

<u>School Appointments – Family/Guardian Instructions</u>

- Beginning Thursday, Nov 28 at 3:00pm until Wednesday, Dec 4 at 9am, go to our school appointments website: https://britanniasecondary.schoolappointments.com/ You can also access this link from the Britannia Secondary School website: http://britannia.vsb.bc.ca
- 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.
- 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.



NOTE: You must know the Teacher's name to book appointments. Teacher names can be found on the Term 2 Interim, accessible online through the MyEducationBC Family Portal or under the Academics tab on the portal.

- 5. Click on available time slots to book your appointments and then click the "Book Appointments" button to save your bookings. All appointments are in person in the Britannia School Cafeteria.
- 6. Translators will be available during the evening. If you require a translator, please select the teacher and time you wish to meet and then select a translator to join you in the conference if required: Michelle Mai Cantonese/Mandarin Translator or Tom Lai Vietnamese Translator, or Valia Flores de Puente Spanish Translator.

Please Note: Translator spaces are limited, if possible, please have a trusted family member/friend interpret for you.

7. If you require assistance booking appointments, please contact Britannia Secondary School Main Office at 604-713-8266.