



## **Britannia Secondary School Family/Teacher Conferences**

**Thursday, May 1, 2025**

**4:30pm – 6:30pm, Britannia Secondary Cafeteria**

### **School Appointments – Family/Guardian Instructions**

1. Beginning Thursday, April 24 at 3pm until Wednesday, April 30 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. Login with your previously created User ID and Password. If you have forgotten your password, click the *Forgotten Password Recovery* link and follow the instructions. If you are new to the system, complete the following steps:
  - a. 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.
  - b. Add your children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.

3. 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.

4. 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.
5. 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.

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