



## Sir Winston Churchill Secondary School

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[churchill.vsb.bc.ca](http://churchill.vsb.bc.ca)

November 2023

**RE: PARENT/TEACHER CONFERENCES - Sir Winston Churchill Secondary  
Thursday, November 23, 2023 From 2:30pm to 5:30pm (Virtual Via MS TEAMS)**

Dear Sir Winston Churchill Families:

This memo is to provide you with information on how to book virtual or phone appointments to meet with your child's teacher through our online booking service.

Please note the window to book the appointments on [schoolappointments.com](http://schoolappointments.com) will open on Friday, November 17th at 5pm and the window closes on Tuesday, November 21<sup>st</sup> at 12pm. Each conference will be **5 minutes** in length on Microsoft TEAMS. On Thursday, November 23<sup>rd</sup>, you will be waiting in a "lobby" in Teams initially and your child's teacher will let you in when they are ready to meet with you. If you choose a phone appointment, your child's teacher will call you around your appointment time.

***Please note, school counsellors and school resource teachers are available for conferences as well.***

**We also have the following language translators available:**

*Robert Li – 2:30pm to 5:30pm (Mandarin)*  
*Josephine Wei – 2:30 – 5:30pm (Cantonese/Mandarin)*  
*Molly Fong – 2:30-5:30pm (Cantonese/Mandarin)*  
*Lucia Sabado – 2:30 – 5:30 (Filipino)*  
*Tom Lai-2:30pm-4:00pm – (Vietnamese)*  
*Vandana Nagpal 2:30pm – 5:30pm (South Asian)*  
*Claudia Sandoval 2:30-5:30 – (Spanish)*

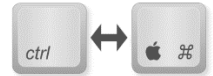
You would select the translator, with the same time as the teacher, and they would join you for the meeting.

Should you find that there are no appointments available for a particular teacher, or if a teacher is not in attendance for the Nov 24<sup>th</sup> conferences, please contact your child's teacher by email to set up a future time to connect. You can find their email addresses on the school website under the [Staff List](#) section.

Please follow the instructions on page 2 to sign up for your appointments.

## School Appointments - Parent Instructions

1. Go to <https://churchill.schoolappointments.com/>
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.
3. 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.
5. Select the staff you wish to book appointments with. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.
6. Select how your meetings will be held.



Appointments Will Be:  Virtual Meeting  
 By Phone

*(If you've selected "By Phone" as your meeting, please email the teacher your child's name, your name, your contact number and time of appointment).*

7. Then click the "**View Calendars**" button.
8. Click on available time slots to book your appointments to make your bookings.
9. You will then receive an email with your meeting links and appointment times.

Please join your meetings at the scheduled times on Thursday, Nov 23<sup>rd</sup>. You may have to wait in the lobby for the teacher who will be finishing up a meeting with another parent/guardian. Once your meeting is over, we ask that you promptly leave the meeting so the teacher can begin their next meeting with another parent/guardian.

If you are having difficulties making your appointments, please email [churchill@vsb.bc.ca](mailto:churchill@vsb.bc.ca)

Thank you,

Churchill Administration Team