



**LORD BYNG**  
SECONDARY SCHOOL

3939 W. 16<sup>th</sup> Avenue, Vancouver V6R 3C9  
p: 604.713.8171  
w: [www.vsb.bc.ca/schools/lord-byng](http://www.vsb.bc.ca/schools/lord-byng)

**Important Information – Please Translate**  
 这是一份重要资讯 — 请找人為您翻譯 这是一份重要信息 — 请找人為您翻譯  
 Mahalagang Impormasyon - Paki salin sa sariling wika  
 Thông tin quan trọng - Xin tìm phiên dịch  
 महत्वपूर्ण जानकारी - कृपया अनुवाद करें  
 महत्वपूर्ण जानकारी - कृपया अनुवाद करें  
 Información importante - Por favor traducir 重要な情報-翻訳してください  
 중요한 정보 - 번역 부탁드립니다 معلومات مهمة - الرجاء الترجمة

**PARENT-TEACHER CONFERENCES**




**Thursday, November 21<sup>st</sup>, 2024 – 3:00-7:00 PM on TEAMS**

Parents/Guardians wanting to meet with their child's teachers will book their own appointments ONLINE and must register for Parent-Teacher Conferences at <http://byng.schoolappointments.com> before booking appointments. Conference appointments will be a maximum of 7 minutes each. Parents/Guardians can book up to 5 appointments per student.

Cantonese and Mandarin interpreters are available. **You can book interpreters on-line simultaneously when you make an appointment with a teacher, or you can make your own arrangements for interpretation. It is the parent/guardian's responsibility to share the meeting link with the interpreter.**

Appointment Scheduling dates:		
Booking Period 1:	2 Appointments Max	Nov 15 <sup>th</sup> at 7:00 PM – Nov 18 <sup>th</sup> at 9:00 AM
Booking Period 2:	3 Appointments Max	Nov 18 <sup>th</sup> at 7:00 PM – Nov 20 <sup>th</sup> at 3:30 PM

**SCHOOL APPOINTMENTS – PARENT INSTRUCTIONS**

- Go to our school appointments web site: <http://byng.schoolappointments.com>
- 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.
- 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.
- Click on available time slots to book your appointments and then click the "Book Appointments" button to save your bookings.

To allow more parents to meet with more teachers, we will have two booking periods. We recommend that you leave an adequate time gap between appointments for virtual travel time from teacher to teacher. Some teachers fill up very quickly after bookings open. **If all the appointments are filled for a teacher that you wish to speak with, you will need to contact the teacher by email or phone to arrange an opportunity to meet.** Counsellors, Resource teachers, and teacher-librarians will be available for scheduled appointments.

**Your appointment confirmation will include the link to a TEAMS meeting with each teacher. Please click on the TEAMS meeting "Join" button to enter the waiting room for your appointment on November 21<sup>st</sup>. When the teacher is available, they will admit you to the TEAMS meeting.**

**Print out or make note of your own schedule of appointments from the website as students will not be bringing home Parent-Teacher interview schedules from school.**

**Note: If you decide to cancel an appointment, you MUST click the "red X" beside the appropriate appointment.**

ADJUSTED BELL SCHEDULE THURSDAY, NOVEMBER 21 <sup>st</sup> , 2024		
Event	Time Frame	Duration (minutes)
Period 1	8:40 to 10:00	80
Break	10:00 to 10:10	10
Period 2	10:10 to 11:30	80
Lunch	11:30 to 12:15	45
Period 3	12:15 to 1:05	50
Break	1:05 to 1:10	5
Period 4	1:10 to 2:00	50

Thank you! We look forward to seeing you online November 21<sup>st</sup>, 2024, **on TEAMS.**