



## Britannia Secondary School Family/Teacher Conferences

Thursday, Nov 24, 2022 - 4:30pm – 6:30pm, Britannia Secondary Cafeteria

Students will be dismissed at 2:05pm

### School Appointments – Family/Guardian Instructions

1. Beginning Thursday, Nov 17 at 3:00pm until Tuesday, Nov 22 at 10:00am, 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.
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. 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 in order to book appointments.** Teacher names can be found on the Term 1 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.