

Student-Led Conferences – Thursday, April 17

Thursday, April 17 from 1:00 – 6:00 - unless otherwise noted by your child's teacher

Student Early Dismissal on Thursday, April 17 @ 11:50 am

Please use the link below to set up a time for your Student-Led Conference. The link opens Friday, April 4 and closes Wednesday, April 16.

· Braefoot Student-Led Conferences are coming up and, like last year, the conferences will be held in your child's classroom.

· Below is information on how to book your conference online. You may book or cancel up to 24 hours before the conference.

· Please follow the steps below to make sure your conference gets booked correctly.

· If you have any questions, please contact the office at braefoot@sd61.bc.ca or your child's teacher.

How to book your Student-Led Conference time online:

Here is a quick video for parents on scheduling a parent/teacher conference using Microsoft Bookings: <https://www.youtube.com/watch?v=wLbr8vhNvYo>

1. To book your Student-Led conference (Div 1 to 10), please copy and paste this link:
<https://outlook.office365.com/owa/calendar/BraefootElementarySchool@gvsd61.onmicrosoft.com/bookings/>
2. For Div 11 (Ms. Kim's Kindergarten class parents), please copy and paste this link:
<https://outlook.office365.com/owa/calendar/BraefootElementarySchool@gvsd61.onmicrosoft.com/bookings/s/8UuVAHTBpUOEQ5zs4Xlycw2>
2. Select the date from the calendar for your conference (April 17)
3. Select your child's classroom teacher (**This is not optional** – we are unable to change the title the program gave to the section but you must select a teacher to book correctly)
4. Select an available conference time for that day with your child's teacher
5. Fill in your name, your email address, phone number and your child's name as required
6. Check the reminder box that you have selected the correct teacher for your conference
7. Click the Book button to complete the process
8. You will receive a confirmation email confirming your conference time and a reminder the day before

You will need to repeat these steps for each of your children