

Dear Sangster Families,

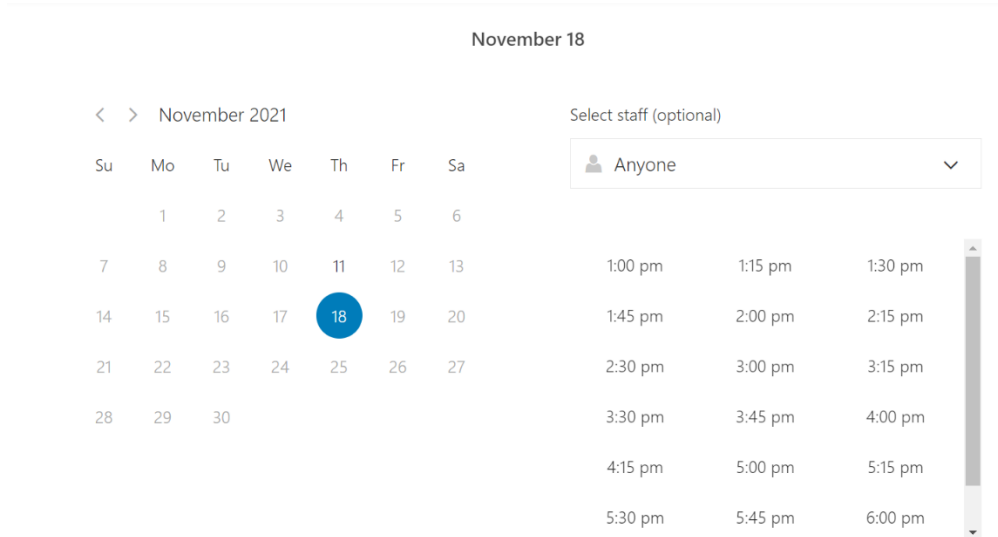
On Thursday, November 18, 2021 Sangster teachers will be holding their Parent-Teacher Conferences. Students have a half day of school with dismissal occurring at 11:53am. Our school bus will pick up the bus students soon after the dismissal bell.

Parent-Teacher Conferences will be held between the hours of **1pm and 6:30pm**. Parents and guardians are asked to pre-book their **10 minute** conference using our Booking System.

1. Please click on the [Booking link](#) to book your appointment. The screen should like this:



2. Make sure to click on Thursday, November 18<sup>th</sup> in order to book your appointment. From the drop-down menu, select your child's teacher.
3. **Reminder that there is only one interview time per child.**
4. Families choose a time. Meetings are ten minutes long. Your child's teacher will communicate how they will be connecting with you, either via phone or on MS Teams.



5. Add your name, email and phone number, as well as your student's name. The phone number listed will be the phone number that your teacher will call you at for the conference.

Add your details

Name

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Email

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Phone number

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Provide additional information

Student name:

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Book

6. Please contact your teacher if there isn't a time available that works for you. If you have any questions on how the booking system works, please email Ms. McFarlane at [cmcfarlane@sd62.bc.ca](mailto:cmcfarlane@sd62.bc.ca)

[Click here](#) to book! Thank-you. We look forward to connecting with you next week.

Sincerely,

Ms. Camille McFarlane

Principal, Sangster Elementary