



# SUTHERLAND SECONDARY SCHOOL

1860 Sutherland Avenue, North Vancouver, BC V7L 4C2  
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October 4, 2018



Art 9/10, Mixed Media Sculpture: *The Clay City*

As we move into our second month, the school's 900 students are settled in their courses and moving forward with their learning. The month of September has been very busy with student assemblies, field trips, and events such as the Club Fair, Terry Fox Run, Grade 8 Welcome BBQ, and the Student Leadership Council (SOCIAL) retreat. Not to mention the many sports teams that are well into their seasons of play.

Included in this notice are detailed instructions for booking parent-teacher learning conferences which have been scheduled for Wednesday, October 17<sup>th</sup>. Albeit short sessions, learning conferences are great opportunities to strengthen the home/school partnership and to initiate or continue the ongoing dialogue with your child about their learning goals for the remainder of the semester and the school year ahead.

Please note that there will be an early dismissal on both October 17<sup>th</sup> and 18<sup>th</sup>, as well as a province-wide professional day on October 19<sup>th</sup>. Additional school calendar information, as well as upcoming events, staff contact, programs and athletics information, as well as daily announcements can be found any time on the school website at: <http://www.sd44.ca/school/sutherland/Pages/default.aspx>

Cary Hungle

Principal



# Sutherland Secondary School

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Greetings!

The Fall session of Parent-Teacher **Learning Conferences** (or “Parent Teacher Interviews”) is fast approaching! The event date is **Wednesday October 17<sup>th</sup>**. Conferences will last 5 minutes each. The two session times for the conferences are: **2pm – 4** and **6pm – 8**.

Sutherland will be using the same online appointment booking system to manage the event as last year. This online system allows parents the most flexibility to select their own appointments and book them online. Please note that the system is a “first-come-first-serve” system and appointment slots will fill up very quickly. It is also important that parents talk with their students about who their teachers are or parents have the student schedule handy when making the appointments. If you are interested in booking appointments, take note of the opening booking times and act quickly!

Below are the steps you will need to follow in order to book appointments for your child(ren). We suggest you complete the first 4 steps setting up your user profile NOW, so that when the booking window opens you are immediately ready to book appointments.

**Please note that the user profile you created last year has been reset. The one you create now will also work this Spring. The set-up is easy and quick.**

- (1.) Proceed to the following website: <http://sutherland.schoolappointments.com>
  - You may also access the appointment system by following the link on the [Sutherland Secondary](#) website and choose the “PARENTS” link across the top
  - First step - create a profile, “**Click Here to Register**” at the bottom of Login Box on the right
  - The school access code is “**Suth**” (*It’s case-sensitive - so capital “S” and lowercase “u t h”*)
  - Fill in your information and select your User Id and Password
- (2.) Once you create a user profile for your family, this will register you and your child. You can now add your child / children using “Manage Students”. If you have more than one child attending Sutherland, click on the “insert new” button.
- (3.) You will be able to login in and out using your User Id, Password. If the system ever asks for a Login code always use “**Suth**”.
- (4.) You are now ready to make your appointments as soon as the booking window opens. To prepare to book appointments **make sure that you know the names of the teachers you wish to see**, as well as the class they teach your child. You may also consider the priority of whom you wish to request as the first window will be limited. (see next page for details!)

**\*\*\* Above steps 1 - 4 can be done ahead of time (suggest NOW).  
Step 5 (on the next page) begins Tuesday October 9<sup>th</sup> at 6pm\*\*\***

**Please note the following very important details in relation to booking times...**

- The **first booking window** will be available from **Tuesday October 9<sup>th</sup> at 6:00 pm to Thursday October 11<sup>th</sup> at 3pm.**
- In the first window – parents will be **limited to 3 appointments (per child.)** This will allow maximum opportunity for all parents in our school community to have access to the teachers they need to see the most.
- **On Thursday, October 11<sup>th</sup> at 6:00 pm, a second booking window** will open. Parents/Guardians may then add more appointments per child (if needed and still available.) There may be much more limited availability at this time. The second window will close on **Sunday October 14<sup>th</sup> at 11:59 pm.**
- No appointments will be accepted after this second window closes on Sunday, October 14<sup>th</sup>. Parent/Guardians will be able to view their bookings at any time up until the Conference day.

- (5.) Once each booking window opens, you may create appointments by signing into your account and clicking on the “Manage Students” button. Click on the button listed to the right of your child’s name. You may make up to three appointments per child in the first window.
- (6.) To book an appointment, scroll through the staff list and click on each name. You can do this individually or you may hold the “ctrl” key to click multiple staff members. Each teacher schedule will appear and you can select the time you wish to book. Repeat the same instructions if you have a second child. If you do not see the teacher – they may not be available for the session.
- (7.) If you are **unable** to book a teacher that you wished to see during the booking windows or are unable to attend Learning Conferences on **Wednesday October 17<sup>th</sup>**, you may request a “call back” for your child/children. The “call back” button is located at the top of the teacher schedule. “Call back” is the term the system uses but this is likely NOT a phone call. It is simply an indicator to the teacher that you were unable to book a time and that you would appreciate some follow-up. Keep in mind - teachers of academic classes in particular experience high volume requests, so your patience is appreciated. Parents and teachers are always able to set-up other times outside of the format sessions. E-mail often works best.
- (8.) When your appointments are booked, the screen will display a list of all appointments for each student.
- (9.) When you are done scheduling and viewing appointments, simply “logout” of the session, this will automatically save your bookings. An general reminder will be sent to all parents prior to the Conferences.
- (10.) If you are having difficulties with any aspect of this system, please try the “help” button and see “Instruction guide for parents” or contact Records Clerk Ms. Stacey Playle at the school.