



February 20th, 2024

Good Afternoon Windsor Families,

Windsor's Spring Parent Teacher Conferences are fast approaching and we are looking forward to meeting with you and sharing your child's progress. Conferences will take place in Windsor classrooms and will last 5 minutes each.

DATE: Thursday, March 14th

TIMES: 2:00 – 4:00 pm and 6:00 - 8:00 pm

Windsor will be using the same online appointment booking system as we did for the Fall Parent Teacher Interviews. **Please note that the system is a “first-come-first-serve” system and appointment slots will fill up quickly.** The online booking system will open on **Wednesday February 28th**. The specific schedule is in the table below. Please note that will be following an alternate bell schedule on both March 14th and March 15th, with an early dismissal both days at 1:00 pm. The alternate bell schedule is attached to this email.

If you registered for an account in the Fall, you **do not** need to register for an account for this session and can **skip to the directions to book your appointments below.**

To Register an Account:

You will find the system very easy to use and will take only a few minutes to register for a new account, add your child or children, and book interview times with teachers. Steps 1 to 4 can be done in advance of the booking window being opened.

Proceed to the following website: <http://windsorsecondary.schoolappointments.com>

1. Click "**Select here to Register**" at the very bottom of the Login Box on the right hand side of the screen.
2. The school access code is “Windsor” (it is case-sensitive-so capital “W”).
3. Fill in your information and enter a password of your choice. Click "**Register Now**" button.
4. You can now add your child by clicking on "**Add a new Student**" button and enter the child's name. Click "**Insert**" button.
5. If you have more than one child at Windsor, Click "**Insert New**" button and enter the child's name. Click "**Insert**" button.
6. Once the booking window is open, you'll click "**Manage Students**" button, click the calendar icon next to child's name to see the teachers schedules.

If you have questions or need help with this process, please call the school office at **604-903-3700** or email avalente@sd44.ca.



To Book Appointments:

You are now ready to make your appointments as soon as the booking windows open. 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 see.

- **Booking Window #1** will open on **Wednesday, February 28th at 7:00 pm** and will close on **Wednesday March 6th at 3:00 pm**. In the first window parents will be limited to **2 appointments per student**.
- **Booking Window #2** will open on **Wednesday March 6th at 7:00 pm** and will close on **Sunday, March 10th at 11:59 pm**. Parents may add up to **5 more** appointments
- No appointments will be accepted after this window closes. Parent/Guardians will be able to view their bookings at any time up until the Conference day and will receive a reminder email.

1. **Proceed to the following website:** <http://windsorsecondary.schoolappointments.com>
2. Once each booking windows 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.
3. 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.
4. If you are **unable** to book a teacher that you wished to see during the booking windows or are unable to attend Parent Teacher Conferences on **Thursday, March 14th**, please email the teacher directly to set up an alternate appointment time.
5. When your appointments are booked, the screen will display a list of all appointments for each student.
6. When you are done scheduling and viewing appointments, simply “logout” of the session, this will automatically save your bookings. An email reminder will be sent one day prior to the Conferences.

If you are having difficulties with any aspect of this system, please try the “help” button and see “Instruction guide for parents” or contact the school. You can also email Andreia Valente at avalente@sd44.ca if you need further assistance.

We are delighted to invite you into Windsor for these sessions and hope you will be able to join us!

Thank You,

Kelly Curry
Vice-Principal, Windsor Secondary