



ÉCOLE SECONDAIRE
HANDSWORTH
SECONDARY SCHOOL



February 12, 2024

Dear Handsworth Families,

Handsworth's **Spring Parent-Teacher Conferences** are fast approaching on **Thursday, March 7th, 2024**. The two session times to schedule appointments are **2:30 - 4:30 PM** and **5:30 - 7:30 PM**.

Conferences will take place in teachers' classrooms, the library learning commons or breakout rooms and will last 5 minutes each. When selecting appointment times please allow sufficient travel time in between appointments.

Handsworth will be using [School Appointments](#), the same online appointment booking system to manage the event as in previous years, which allows parents the most flexibility to select their own appointments and book them online. **Please note that the system is a "first-come-first served" system and appointment slots will fill up quickly.** The school office will not be able to book any appointments. Parents are welcome to email teacher(s) at any time throughout the semester regarding student learning.

To book appointments for your student(s), please follow the parent instructions attached. If you have set up a profile in the fall, it will still work.

Only for new families who did have not yet created an account: If you are new to Handsworth, we suggest you create an account and user profile now so that when the booking window opens you are ready to book appointments.

Dates to Note:

Before Mon, February 26th	Parent Registration - new families only! For any new families, register on school appointments to create an account. Once this is done successfully, you may login and add each student at Handsworth. This only needs to be done once in the school year.
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Mon, February 26th @ 6:00 PM	Booking window will open for a max of 2 appointments. Parents are limited to booking up to a max of 2 appointments for each student to allow opportunity for all our parents to book.
Wed, February 28th @ 6:00 PM	Booking window will adjust for a max of 6 appointments. Parents may book additional appointments up to a max of 6 appointments for each student.
Mon, March 4th @ 9:00 AM	Booking window will close. No appointments can be accepted.
For Thurs, March 7th, 2024	Parent Teacher Conference Day Ensure you have a copy of your appointments including teachers and locations.
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 at handsworth@sd44.ca if you need further assistance.	

To accommodate the Parent Teacher Conferences, please note the adjusted schedule for March 7th and 8th:

THURSDAY, MARCH 7th, 2024 – PARENT TEACHER CONFERENCES

TUTORIAL: 8:31 -9:10
PERIOD 5: 9:10 -10:05
PERIOD 6: 10:10 -11:05
PERIOD 7: 11:10 -12:05
LUNCH: 12:05 -1:05
PERIOD 8: 1:05 -2:00
STUDENT DISMISSAL @ 2:00 PM

PARENT-TEACHER CONFERENCE SESSION 1: 2:30-4:30 PM
PARENT-TEACHER CONFERENCE SESSION 2: 5:30-7:30 PM



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FRIDAY, MARCH 8th, 2024 – NO CONFERENCES (Day following PTIs)

TUTORIAL: 8:31 -9:10

PERIOD 6: 9:10 -10:05

PERIOD 7: 10:10 -11:05

PERIOD 5: 11:10 -12:05

LUNCH: 12:05 -1:05

PERIOD 8: 1:05 -2:00

STUDENT DISMISSAL @ 2:00 PM

We are looking forward to seeing you at the spring parent-teacher conferences!

Regards,

J. Desai

Vice Principal

[Handsworth Secondary](#)

Attachment: [School Appointments - Parent Instructions 2024.pdf](#)