



École Primaire
East Hill
Elementary School
10350 Bd Perras, Montréal, QC H1C 2H1

Date: February 20th, 2024

Re: PARENT TEACHER CONFERENCES – BOOKINGS APPLICATION INSTRUCTIONS

Dear Parents,

On Tuesday, February 20th, 2024, your child received a Parent Teacher Document from their Homeroom Teacher regarding the second parent-teacher conference scheduled on Thursday, February 29th, 2024. The focus of this session is to discuss the progress of students who are experiencing difficulties.

BOOKINGS APPLICATION INSTRUCTIONS:

The ***Bookings Application link*** to schedule your appointment with your child's teacher(s) will be opened as of ***Wednesday, February 21st, 2024***. An email with that link will be sent to all parents at 8:00 a.m. on that day.

Once you have accessed the main page, you will select the timeslot of your choice and the teacher(s) you wish to meet. (BLOCK A - 3:00 P.M. - 5:00 P.M. - 5 minutes) or (BLOCK B - 6:00 P.M. - 9:00 P.M. - 10 minutes). Every appointment you book will then automatically generate a Microsoft Teams meeting link that both you and the teacher(s) will have at the preferred time you have selected.

For Cycle 2 and Cycle 3 Homeroom Teachers, please take note that both teachers (English and French) will be present together that evening online. Therefore, you will notice that both names are indicated together on the teacher's drop-down menu.

IMPORTANT: Please fill out the information on the Booking application before finalizing your booking.

Add Your Details:

Name: (Please indicate your child's full name)

Email: Parent's Email Address

Kind Regards,

East Hill Administration

