

## Hidden Valley

### Student-led Conferences

Good Afternoon HVES Families,

This year we are continuing to use the School Appointments website ([hves.schoolappointments.com](https://hves.schoolappointments.com)) to help us schedule our Student Led Conferences.

This program will allow all teachers and parents to customize their schedule to meet their needs. Teachers have set their schedules so you can now view their available time slots by following this process at the bottom of the page.

Please note the following before picking your conference times:

1. Each appointment consists of two parts; (a) 15 minutes to review your child's work and (b) 15 minutes to meet with the teacher.
2. The appointment time that you pick is the time that you will be reviewing your child's work. You will be entering the room 15 minutes into the appointment time (ex. If you book an appointment at 3:15, you will review your child's learning from 3:15-3:30 and then meet with the teacher and child from 3:30-3:45).
3. This process means that you need to leave at least 30 minutes between booking interview times if you have more than one child in the school.

The teachers have varied schedules over March 2<sup>nd</sup> to 6<sup>th</sup>. If you require time outside of the teacher's table, please contact the teacher directly to make other arrangements.

The teachers will be sending home copies of the student-led conference materials that are attached to this document on February 21st.

#### School Appointments - Parent Instructions

Go to <https://hves.schoolappointments.com> and you can either sign in with your user account that you created in previous years , if you did not use the system before, create an account. We have attached the parent user guide to assist you in this process.

#### Parent Input Form:

We have attached a form to be filled out and returned before the Student Led Conferences. This form will allow you to discuss your child's learning with them before the conference. Please return the form to the teacher before the date mentioned on the form. You are able to fill the form in electronically and email it or fill it in by hand and send it back to school with your child.

Sincerely,

John Duclos