



Parent-Teacher-Student Learning Conferences – Term 1
Thursday October 10th, 2019 2:00 PM – 9:00 PM

October 1st, 2019

Dear Parents,

On Thursday October 10th 2019, we will be conducting our first term Parent/Student/Teacher conferences. Learning Conferences are being held from 2:00 pm to 9:00 pm. The learning conferences are key component of our communication regarding your child's progress. We strongly encourage you to attend these conferences. Should an interview be booked we encourage your child to accompany you.

Teachers will book meetings with parents and students they need to see before their schedules are opened for public bookings. We will open the Learning Conferences booking page **for parents on Friday, October 4, 2019 at 3:00 p.m.** You may also book appointments with any of our counsellors, Ms. Geran and/or Ms. Milburn (family-school liaison counsellor), Mr. Sohel Shivji (school provisional psychologist).

If you have never booked an interview on our web-based FFCA HS Conference Manager, please refer to the attached instructions.

Bharati Singh
Principal Educator

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Learning Conferences – Log-in Information

The learning conferences will be using the web-based scheduling application that we call the *Foundations for the Future High School Conference Manager*. This application makes booking and checking appointments on-line quick and easy.

Steps to booking conferences:

- **Enter the following Internet Address in your browser:** <https://ffcahigh.schoolsoft.ca>
Note: there is no "www" in front of the address. When you first log into the system it will check to confirm that your internet browser meets the following requirements:
Internet Explorer version 7+ or Firefox 3+ or Safari 4+. If you are using an older version of an Internet browser you should receive an alert when you access the system. Included in this alert is a link to the free download required to update your browser.
- **Log in to the *Foundations for the Future High School Conference Manager* any time using the Internet address above.**
- **Select the date and time slot you wish to book your appointment for each teacher you want to see.** If you want to book appointments for more than one child during this time slot, please repeat the steps to add the second child. A confirmation email is sent for each booking you make or subsequently cancel. You will also receive a full conference itinerary in the morning on the day of your scheduled conference.
- **Confirm your appointments have been booked by clicking on the MY CONFERENCES tab.** Only appointments that appear on the MY CONFERENCES page are confirmed bookings.
- **When finished booking, click the log off button located at the top right of the browser window.**

