

Parents,

Due to the ongoing Covid 19 pandemic, our school will be altering the format of this year's parent-teacher conferences. This year we will be offering parent-teacher conferences via a Microsoft Teams meeting. This is a secure online connection between you and the teacher that you can book in advance. The booking site for our school can be found here:

<https://outlook.office365.com/owa/calendar/SussexMiddleSchool1@nbed.onmicrosoft.com/bookings/>

After arriving on the booking site, choose the teacher with whom you would like to meet in the drop down menu, select the time you would like to meet with them, fill in the information required and click "Book" at the bottom of the page. After you click on the "Book" button, you will receive an email with a link to join the Microsoft Teams meeting on the date and time that you chose.

To join your parent-teacher conference at the appointed time by Apple or Android device (phone or tablet) you will need to download the free Microsoft Teams app from iTunes or Google Play. Below are links for your convenience. If you are using a computer, the link to your meeting will open in a web browser even without Microsoft Teams being installed on your computer.

Android device: [https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en\\_CA&gl=US](https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_CA&gl=US)

Apple device: <https://apps.apple.com/us/app/microsoft-teams/id1113153706>

If you do not have access to a device to take part in a virtual parent-teacher conference, please contact the school from **9:00-2:30 on Thursday**, December 3, at **432-2614** and we will make arrangements to book a time that you can speak with your child's teacher by phone. If you have any questions, please feel free to contact the school's front desk at 432-2022.

Please note: The deadline for booking a parent-teacher appointment for Thursday evening is 2:30 Thursday afternoon. The online booking calendar will not be able to accept Thursday night appointments after this time.

The deadline for booking a parent-teacher appointment for Friday morning is 9:00 Thursday night. The online booking calendar will not be able to accept Friday morning appointments after this time.

Should you wish to make arrangements for an online or phone conference with a teacher at another time, please [email the teacher](#) or call the school at 432-2022.