



# Hugh McRoberts Secondary School

## Parent-Teacher Conferences: Parent Instructions

[Click here](#) to access our booking website



Parent-Teacher Conferences are taking place on:

- Wednesday, April 22<sup>nd</sup>, from 2-4 & 6-8 PM
  - *Appointment booking closes on Tuesday, April 21<sup>st</sup> at 3 PM*
- Thursday, April 23<sup>rd</sup>, from 2-4 PM.
  - *Appointment booking closes on Wednesday, April 22<sup>nd</sup> at 3 PM*

### Key Details

- Conference slots are 10 minutes
- Parents should only book with a teacher for 1 time slot. If more time is needed, please connect with the teacher directly to schedule a time.
- Parents will receive an email confirmation after booking appointment.
- Reminder emails will be sent 1 day prior to the appointment.
- All conferences are scheduled as In-Person.

### How to Book an Appointment

1. [Click here](#) or scan the QR code above. You can start booking appointments starting on **Apr 17**.
2. **Select a teacher.**  
(This is **not** optional even though it says it is. Please **do NOT** leave this set to “Anyone”).

 **SELECT STAFF (OPTIONAL)**

Select Teacher Name



3. Under “select a service”, choose the *appropriate* date.

## Bookings-McRoberts Parent Teacher Conferences

✔ SELECT A SERVICE

Nov 19 2025

10 minutes

Nov 20 2025

10 minutes

4. Select an available time slot – **make sure the date matches the ‘service’ date above.** Only times that are available for the selected staff member will appear.

📅 DATE

🕒 TIME

< > November 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

2:00 PM	2:10 PM	2:20 PM
2:30 PM	2:40 PM	2:50 PM
3:10 PM	3:20 PM	3:30 PM
3:40 PM	3:50 PM	

5. Enter your contact information.

👤 ADD YOUR DETAILS

First and last name \*

First and last name

Email \*

Email

Phone number \*

Add your phone number

a. Enter Parent Contact Information

👤 PROVIDE ADDITIONAL INFORMATION

Student's First & Last Name

Add your answer here

b. Enter your child's name

Book

c. Click BOOK to confirm your meeting

6. Your booking is now complete, and you should see the confirmation message below.

### Bookings-McRoberts PT Conferences

✔ Your booking has been rescheduled. You will get a confirmation message in email shortly

Upcoming booking for Kevin Li  
2025 McRoberts PT Conferences  
Free

📅	Wednesday, October 08, 2025	Reschedule Cancel booking New booking
🕒	6:30 PM (10 minutes)	
👤	Li, K. (Math, Room 118)	

🕒 All times are in (UTC-08:00) Pacific Time (US & Canada)

Listed is your appointment info. The teacher's name, subject area, and meeting location is included.

Use these buttons to edit your booking or click **New Booking** to schedule a meeting with another teacher

7. You will also receive a confirmation email with the details of your appointment. Note that you may need to check your spam folder if you do not see this message.

- If you need to reschedule an appointment, please use the 'reschedule' button at the bottom of the email.
- You can use the attached .ics file to add this appointment to your calendar.

**Your Booking is confirmed.**

**Bookings details**

Service Name  
**2025 McRoberts PT Conferences**

With  
**Li, K. (Math, Room 118)**

Staff Name

When  
**Wednesday, October 8, 2025**  
**3:10 PM - 3:20 PM**  
(UTC-08:00) Pacific Time (US & Canada)

Location  
**Hugh McRoberts Secondary (8980 Williams Rd, Richmond, BRITISH COLUMBIA, V7A 1G6, Canada)**

[Reschedule](#)

Listed is your appointment info.

The teacher's name, subject area, and meeting location is listed.

### Need Support?

If you have any questions or need assistance, contact the school office at [mroberts@sd38.bc.ca](mailto:mroberts@sd38.bc.ca) or 604-668-6600.