April 6th, 2023

Dear Barnhill Families,

For this reporting period our school will be offering Parent/Teacher Conferences in-person on Thursday evening April 13th, from 4:00 – 7:00 p.m. and a virtual format on Friday, morning April 14th, from 9:00 -11:00 a.m. using Microsoft Teams. This is a secure online connection between you and your child’s teacher that is easy to use and book in advance.

The booking site for our school can be found here:

[Barnhill Memorial School (office365.com)](https://outlook.office365.com/owa/calendar/BarnhillMemorialSchool%40nbed.onmicrosoft.com/bookings/)

To book, choose the teacher that you would like to meet with in the drop-down menu, select the time you would like to meet with them, fill in the required information and click “Book” at the bottom of the page. You will then receive an email that confirms your conference time for in-person format or your virtual booking and provides you a link to join the Microsoft Teams meeting at your scheduled time. A reminder email will also be sent with this information the day before your appointment.

For a quick video overview of the online booking process, see here: <https://www.youtube.com/watch?v=lGbSBvZwbL0>

For more detailed instructions on booking the virtual meeting, watch this video: <https://www.youtube.com/watch?v=bX1zdTpwXvM>

Sincerely,

Jill Ferguson

Principal