

Wednesday, September 8th, 2021 - 1:00 p.m. to 6:00 p.m.
Thursday, September 9th, 2021 – 8:00 a.m. to 12:00 p.m.

June 2021

Dear Parent(s)/Guardian(s),

In 2021-2022, we will use Triad Conferences to help our families and students transition back to school. This will give our current and new students a chance to familiarize themselves with our learning environment. Students will get a chance to meet their teachers and pick up any information they need for the school year.

Triad Conferences are an integral part of our communication strategy with you regarding your child's learning. Please plan on booking and attending a triad conference with your child/children. Golden Gate continues to use a web-based scheduling application we call the *Golden Gate Conference Manager*. This application allows you, as a parent, to use the Internet to check our conference schedules and book appointments quickly and easily.

The first time you use the *Golden Gate Conference Manager* you will be required to register and create a parent account, which only takes a minute or two. You can continue to use this same account for the duration of the time you have children in the school, so please record your password where you can reference it later. Please note that although parents can register at any time, the booking of conferences can only begin at or after 8:30 a.m. on Monday, August 30th, 2021.

Appointments will be 20 minutes in length with a parent and the student(s) attending together to meet the homeroom teacher advisor. Conferences will occur on the following dates:

Wednesday, September 8th, 2021– 1:00 p.m. to 6:00 p.m.

Thursday, September 9th, 2021– 8:00 a.m. to 12:00 p.m.

Grade 5 students please check **your June report card**. The final sentence of the last comment box will indicate the home room for the 2021-2022 school year.

Grade 6 & 7 students home room information was sent by email. Once the home room has been determined follow the directions on the following page to register and book a time for the conference through the online *Golden Gate Conference Manager*.

The objectives for the conferences are:

- ✓ To provide an opportunity for students and their parents to meet the homeroom advisor prior to school opening to share needs of the student.
- ✓ To review the 'restitution' philosophy of behavior management in the school.
- ✓ To determine the best form of communication between home and school.
- ✓ To enable the student to set goals for the year with parent and teacher support and encouragement.
- ✓ To discuss school expectations of students
- ✓ To enable the student to:
 - bring supplies to school.
 - suggest address/email/phone changes, if necessary
 - tour the school (especially for the new Grade 6 students) as an individual to become acquainted with room locations as indicated on the timetable.
- ✓ Parents who so desire may also schedule conferences with curriculum area specialists such as: Band, Art, Counseling, Resource and Administration by phoning the school at 204-837-5808.

Steps to registering and booking conferences:

1. Go to our school's website <https://www.sjasd.ca/school/goldengate/> Click on the link to the *Conference Manager*.
2. Register for a parent account. To register, click the REGISTER NOW button and complete the registration page. Once registered you will be able to log in to the Conference Manager right away. An email will also be sent to the address you specified. This email restates your username and password and is a good email to retain, as you will use the same email and password when booking future conferences. If you forget your password, you can reset it using the FORGOT PASSWORD link under the login button. Once registered you can log in to the *Conference Manager* any time.
3. Click the BOOK NOW button. Select a conference date in the date drop-down menu that appears and then select your child's homeroom. If you have more than one child in a homeroom you will still only need to book one 20- minute appointment.
4. Click on an available time slot for the homeroom and complete the booking form that appears. You should see the booking appear in the summary list on the right-hand side of the screen. A confirmation email is sent to you for each conference made or subsequently cancelled. You will also receive a reminder by email.
5. Confirm your appointment has been booked by looking at the "CURRENTLY BOOKED CONFERENCES" box on the right of the screen or click on the MY CONFERENCES tab. Only the appointment that appears in the CURRENTLY BOOKED CONFERENCES box or on the MY CONFERENCES page is a confirmed booking.
6. When finished booking, click the log off button located at the top right of the browser window. You will have the opportunity to provide feedback regarding the use of the *Conference Manager* to the school administration through a user survey before completely exiting. We appreciate you completing the survey as this helps guide our decision-making regarding how conferences are booked in the future.

We greatly appreciate parents booking their own appointment but know this is not always possible. If you are unable to book your own appointment due to limited computer access or for any other reason, please phone the school at 204-837-5808 during regular office hours.

The first full day for all students will be on Friday, September 10th, 2021, at 8:55 a.m. It is school day 4.

Sincerely,

Mr. D. Kalynchuk
Principal

Ms. B. Engel
Vice-Principal

