



SUFFIELD MIDDLE SCHOOL

Parent Teacher Conferences

October 25, 2021

Dear SMS Parents and Guardians,

At Suffield Middle School, we believe that parent-school communication is a significant factor in contributing to student achievement. One way we encourage this essential communication is through our parent-teacher conferences. This year, based on the feedback of our parents (through our recent survey), Suffield Middle School will be holding virtual conferences on:

11/09/21 Tuesday (Evening)	5:00 - 7:00 p.m.	(In-Person)
11/10/21 Wednesday (Evening)	4:00 - 6:00 p.m.	(Virtual)
11/11/21 Thursday (Afternoon)	11:30 - 2:30 p.m.	(In-Person)
11/12/21 Friday (Afternoon)	11:30 - 2:30 p.m.	(Virtual)

Conferences for grades 6-8 are scheduled for ten minutes with your child's teachers. For many students, a conference of ten minutes is adequate; however, some parents may need more than ten minutes with each teacher to discuss concerns and develop strategies for improving student performance. If you would like a more extensive conference with your child's teachers during school hours, call the SMS Guidance Office at (860) 668-3820 and ask one of our School Counselors to schedule a team meeting.

We will continue to use the "Pick-A-Time" Program to schedule the virtual appointments for our grade-level team conferences, allowing parents to choose available times using the internet. Starting this **Sunday, October 31, 2021 (at 8:00 p.m.)** conferences can be scheduled online through the SMS "Pick-A-Time" website. **To make an appointment, parents need to access the following link: <https://pickatime.com/SMS>**

If you wish to meet with one (or more) of your child's teachers, please use the information contained within this e-mail (below) to schedule those meetings.

Directions to Schedule Conference(s) (after on the "Pick-A-Time" website):

Register (new users):

1. Enter your email address and push "Login/Create Account".
2. Fill in the required fields and register.
3. For each child (for which you are scheduling conferences), enter a student ID (*you can find your child's student ID through the PowerSchool Parent Portal*) and birthdate (*enter the birthdate in the following format mm/dd/yy*).

Sign In:

Once you have registered, all you need to do is enter your email and password. If you have forgotten your password, you can select the "**Forgot Password**" button and a new password will be emailed to you.

Scheduling a Conference:

1. You will only see your child's teachers. This year, for all CORE classes, teachers will be teamed into one of two groups – Humanities (ELA/Soc. Studies) and STEM (Math/Science) – all other staff will meet individually. Each colored square represents an available meeting time with those teachers. The legend shows you which teacher corresponds to which color, and the times increase as you go down the page. **Click on a square to book that time.**
2. You will optionally have the choice of setting a time when you would like a reminder email delivered.
3. Click "**Create Appointment**".
4. Repeat these steps until you have a time with each teacher with whom you would like to visit.
 - o At any time, you can click on "**printable schedule**" and print the resulting web page to get a hard copy of your schedule. You will also have the option to email yourself a copy of the schedule.

- Your schedule will include the date and time of your conference, as well as the teacher's name and the room location that you will need to attend the conference.
- If you want to make changes to your schedule, you can log in at any time with the email address and password you used to create your account.
- Click on "**Your Schedule**" to display and hide your appointments. There will be links to change the time, or cancel the appointment.

Attending a Conference:

1. Virtual Conferences:

- Prior to the day of your virtual conference, you will receive a PDF document containing all the Google Meets links to each of the teacher/teacher teams holding conferences. As we experienced last year, this process will allow us to ensure that the conferences will be facilitated in a manner that both allows easy access between participants, while also ensuring a level of security that allows the content of the conferences to remain solely between the teacher(s) and you, the parent.
- On the day of your virtual conference, you will attend the meeting through the Google Meets application from any computer in your house.
- Please use the link next to your teacher/team with whom you have scheduled a conference to enter your meeting at the time it is scheduled. If you prefer to call into the conference, a phone number will be provided as well.

2. In-Person Conferences:

- On the day of your conference(s) please be cognizant of time – as often the conferences are scheduled one right after another.
- All visitors to Suffield Middle School need to be masked at all times while in the school building
- Staff and/or student volunteers will be present to support you in finding your scheduled conference locations.

If you do not have internet access or you experience difficulty scheduling your appointments online, you may contact our Main Office for assistance at 860-668-3820.

Sincerely,

Mr. Smith and Mrs. Kolodziej