



PARENT-TEACHER MEETINGS INSTRUCTIONS

(17TH – 28TH January 2021)

This year, bookings for ONLINE meetings with parents will be made using our ONLINE BOOKING SYSTEM. Please follow these steps:

PS: We suggest making the report collection time appointment SEPARATELY, then repeating the process for the Parent Appointment selection.

هذا العام ، سيتم اجتماعات أولياء الأمور مع المدرسين أونلاين باستخدام نظام الحجز عبر الموقع الخاص بنا.
الرجاء اتباع هذه الخطوات:

ملاحظة: نقتراح تحديد موعد جمع التقرير بشكل منفصل ، ثم إعادة عملية اختيار موعد الاجتماع مع المدرسين.

1. ENTER THIS WEBSITE by [CLICKING HERE](#) (Link is also displayed on our Website)

أدخل هذا الموقع من خلال النقر هنا (يتم عرض الرابط أيضًا على موقعنا الإلكتروني)



2. THIS MESSAGE WILL BE DISPLAYED, TOGETHER WITH A LIST OF TEACHERS

سيتم عرض هذه الرسالة مع قائمة المدرسين

Oxford Academy
Salwa, Kuwait
Conference Scheduler

Welcome to the Oxford Academy parent teacher conference scheduling system.
Please select your conference (or conferences) below, then press "Submit".
You will be asked to select the event and then enter your names and email. The system will then send you a link to choose your appointment time(s). From that link you may add or change times.

**SELECT THE TEACHER/S YOU WANT TO MEET,
AND CLICK "SUBMIT"**

**NOTE: You can select
all the teachers you
wish to meet.**

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<input type="checkbox"/> Ms. Amna Jaber	<input type="checkbox"/> Ms. Hally Zoughby
<input type="checkbox"/> Ms. Judith De Wee	<input type="checkbox"/> Ms. Liza Garjikian
<input type="checkbox"/> Ms. Neha Qedri	<input type="checkbox"/> Ms. Zainab Hassan
<input type="checkbox"/> Ms. Bindhu Antoo	<input type="checkbox"/> Ms. Jana Kies
<input type="checkbox"/> Ms. Maria Hachatova	<input type="checkbox"/> Ms. Nicole Louw
<input type="checkbox"/> Ms. Raghida Shoukaa	<input type="checkbox"/> Ms. Sara Majed
<input type="checkbox"/> Ms. Alyssa Reddy	<input type="checkbox"/> Ms. Hanjula Sekar
<input type="checkbox"/> Ms. Ola Nimer	<input type="checkbox"/> Ms. Shaimaa Samir
<input type="checkbox"/> Ms. Shivani Padayachee	<input type="checkbox"/> Ms. Sonia Bani Almarjeh
<input checked="" type="checkbox"/> Test Conference	
<input type="checkbox"/> Ms. Reem Saffouri (English)	<input type="checkbox"/> Mr. Zane Isaacs (Maths)
<input type="checkbox"/> Ms. Bassent Ismael (Maths)	<input type="checkbox"/> Mr. Zahed Sikdar (English & Humanities)
<input type="checkbox"/> Ms. Ebtessam Al-Abed (5+6 Humanities)	<input type="checkbox"/> Ms. Jacil Dsa (5+6 Science)
<input type="checkbox"/> Ms. Nermin Abdulkader (4-6 French)	<input type="checkbox"/> Ms. Ruby Isaacs (5+6 English)
<input type="checkbox"/> Ms. Shamiya Hayder (4-6 ICT)	<input type="checkbox"/> Ms. Zarina Ali-Iqbal (5+6 Maths)
<input type="checkbox"/> Mr. Abdulmajid Shababan	<input type="checkbox"/> Ms. Ahmed Mahmoud (6+6 Islam)
<input type="checkbox"/> Mr. Ahmed Asqalany (9+10 Islam)	<input type="checkbox"/> Mr. Ahmed Zakarya (11 Arabic)
<input type="checkbox"/> Mr. Alaa Mohamed (5 Arabic)	<input type="checkbox"/> Ms. Amani Abdullawab (2 Arabic)
<input type="checkbox"/> Ms. Asma'a Kamal (4 Arabic)	<input type="checkbox"/> Mr. Ekbal Mohammed (KG+REC Islam)

ALSO SELECT YOUR REPORT COLLECTION TIME (If you have received your online report)

أيضًا تحديد موعد استلام التقرير ورقياً (إذا كنت قد تلقيت تقريرك عبر الإنترنت)

You will be asked to select the event and then enter your names and email. The system will then send you a link to choose your appointment time(s). From that link you may add or change times.

High School

<input type="checkbox"/> 01 WHOLE-SCHOOL REPORT COLLECTION APPOINTMENT	<input type="checkbox"/> Mr. Allen Gharbieh (7+8+9 ICT)
<input type="checkbox"/> Ms. Bodour Banazzonz (IG Business & Accounts)	<input type="checkbox"/> Mr. Brandon Miles (7-9+IG History)

IF YOU SELECTED MULTIPLE TEACHERS, PLEASE MAKE THE DESIRED CHOICE

إذا قمت باختيار أكثر من مدرسين، فيرجى تحديد الخيار المطلوب

[Return to the list of conferences](#)

You have selected 4 conferences.

These are all for one student.

These are for more than one student.

Return me to the conference list to re-choose my conferences

3. ENTER THE REQUIRED INFORMATION (so that we know who the meeting is for) AND CLICK "SUBMIT"

أدخل المعلومات المطلوبة وانقر على "إرسال"

4. AN EMAIL WILL BE SENT THAT CONTAINS THE LINK TO SELECT THE TIME OF THE APPOINTMENT WITH THIS TEACHER.

سيتم إرسال بريد إلكتروني لكم يحتوي على الرابط لتحديد موعد التعيين مع هذا المعلم

Sign up Charne Visser for Test Conference

Thank you for registering. Please check your email at the address you provided. You will find an email with the subject header "Select Date/Time for Teacher Conference Now". Just press the link in the email and you will be able to pick a time slot for the conference.

Note: Email sometimes does not get delivered immediately, please allow up to 15 minutes. You might also check your Spam folder.

Sign up for Test Conference

In PTFast, you first register with name and contact information. We then create a registration and send you a confirmation email with a link to choose your appointment time. You can also add and change both registrations and appointments. ([Learn about Our Privacy Policy.](#))

Student's first name

Student's last name -- enter whatever best identifies the student to the teacher.

Your name -- who will be attending the conference, e.g., John Smith, or John and Mary Smith

Your email address -- where should we send your confirmation information?

Confirm email address

Phone --optional

-- Press here to begin signup process

5. OPEN YOUR EMAIL AND CLICK ON THE LINK

افتح بريدك الإلكتروني وانقر على الرابط

Dear Marius Visser,

Thank you for registering for your parent-teacher conference. Please click on the link below to complete the process and pick

School: Oxford Academy - Salwa, Kuwait
Conference: Test Conference
Student Name: Charne Visser
Date/Time: Not selected
PTCFast sign-in: [L1K023595201](#)

[Click here to select conference time.](#)

The deadline for registering is end of day before first conference day .

(Note: at this link you can also edit, add and delete other appointments)

If for any reason you have a problem with the link above, you may click on [www.ptcfast.com/parentaccess.php](#), and enter this

Thank you,

Mr. Test

PTCFast.Com - Conference Scheduler

Time Picker

Your Appointments

For vissermarius1@gmail.com

Charne Visser
Test Conference

Register another conference at Oxford Academy for Charne Visser

Add a different student at Oxford Academy

Display/Print Schedule

To register appointments for another school, please follow the instructions provided by that school.

**Oxford Academy
Test Conference**
Via online TEAMS meeting to be scheduled by the Teacher
For: Charne Visser

Edit Name

Not currently booked

No time selected; check here to remove this column

Mon, Jan 18 (10 min appts)

1:30 Available
 1:42 Available
 1:54 Available
 2:06 Available
 2:18 Available

Tue, Jan 19 (10 min appts)

1:30 Available
 1:42 Available
 1:54 Available
 2:06 Available
 2:18 Available

Wed, Jan 20 (10 min appts)

1:30 Available
 1:42 Available
 1:54 Available
 2:06 Available
 2:18 Available

6. YOU NOW HAVE THE OPTION TO SELECT AN AVAILABLE TIME SLOT

لديك الآن الخيار لتحديد الموعد المتوفر

7. AFTER SELECTING, BE SURE TO CLICK "CONFIRM SELECTION AND EXIT"

بعد التحديد ، تأكد من النقر تأكيد الاختيار والخروج

Tue, Jan 19 (10 min appts)

1:30 Available
 1:42 Available
 1:54 Charne Visser
 2:06 Available
 2:18 Available

Wed, Jan 20 (10 min appts)

1:30 Available
 1:42 Available
 1:54 Available
 2:06 Available
 2:18 Available

Thu, Jan 21 (10 min appts)

1:30 Available
 1:42 Available
 1:54 Available
 2:06 Available
 2:18 Available

[Register for Additional Classes](#) / [Custom Selections and List](#)

شكرا لتعاونكم معنا,,