26th February 2021

Video Parent Meetings

Dear Parent/Carer,

Parents evening are an important part of every year as an opportunity for parents and their child's teachers to meet face to face and discuss how well things are going; this is even more important in Year 11. Unfortunately, this has not happened for some time so we have taken the step to move meetings on line for the forthcoming Year 11 parents' evening on 9th March. In order to do this, we have purchased a system called 'Parent Booking' and you will be able to make appointments using the details below.

Things will obviously be slightly different and we will be seeking your views on the platform after the evening, but one thing to be aware of is that bookings are time limited meaning that if you have an appointment at 5.05pm it will go live at 5.05pm and end at 5.10pm. The teachers are not in control of starting and ending the session as this is an automated system. I have spoken to other schools who have used this system and they have found it very effective, but there may well be some teething problems. If there are, then please do get in touch with Mr Crowe after 9th March who will ensure that you get all the information you need.

The parent-teacher meetings are on **Tuesday 9th March** for year 11.

To make your appointments please login at: https://parents-booking.co.uk/johnspence

To login you will need to enter:

- Your first name and surname
- Your child's first name, surname and date of birth

The login details you enter must match those we have on record for you.

Appointments will be available to book from **10am on Friday 26th February** until **midday (12pm) on Monday 8th March.**

After you have made your appointments you can choose to print or e-mail a confirmation.

On the day of your appointments, you need to re-login at the website address above. 10mins before your appointments are due to begin you will be able to join the video meeting room, where you can wait for your appointment(s).

Internet Browser Compatibility:

You must use one of the below device and internet browser combinations for the video meeting technology to work:

- **Apple iPhone/iPad (iOS 11+):** Safari
- **Android phone/tablet:** Chrome or Firefox
- **Linux computer:** Chrome or Firefox
- **Microsoft Surface:** Chrome or Firefox
- **Mac computer:** Safari, Chrome or Firefox
- **Windows computer:** Chrome, Firefox or Edge (Chromium)

Troubleshooting Tips

- If you cannot login please contact the school office.
- The email address field entered is only used to send your appointment confirmation. If you have problems logging in, it will not be because of the e-mail address you entered.

If you are unable to book at home, please contact the school office for help.

Kind regards,

Mr Jonathan Heath
Headteacher