

## Video Parent Meetings

Dear parent/guardian,

You are invited to make appointments for the school's next parent-teacher meetings. These meetings will be booked online and then held by video meetings rather than in-person at the school.

**The S3 Parent's evening is on Thursday 22<sup>nd</sup> of January from 4.30pm – 7pm.**

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

**To login you will need to enter:**

- Your first name and surname and email address
- 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 **8am on Wednesday 14<sup>th</sup> of January until 8am on Wednesday 21<sup>st</sup> of January**.

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 devices below 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 do not have a device which will support this system, please contact the main office so that alternative arrangements can be made.

We have included a step-by-step guide for the video parent meeting, should you require it. This guide includes some troubleshooting tips.

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## Making Appointments

In S3 your child has 17 different subjects over the course of the week. Whilst I fully appreciate that you would want to meet with all your child's teachers that may not be possible. In departments where there is only one or two teachers, they teach more pupils than they have appointment slots available. For instance, we only have two Drama teachers who teach all six S3 classes covering 179 pupils, and each teacher can only fit in 30 appointments.

Your child will be issued with their S3 report. Can I ask that you use this to guide you in deciding which subjects/teachers you would like the opportunity to meet with on the evening.

We ask that you only make an appointment with your child's Head of House or House Leader if you have a particular issue you wish to discuss.

If you wish the opportunity to meet with a teacher but their appointment schedule is full by the time you try to book a slot, then please contact the school office who will take a note of this. We will then arrange for the member of staff to give you a call to discuss your child's progress.

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

Kind regards,

Tracey Loudon  
Headteacher

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