

Dear Parents/Guardians,

## Year 10 Online Engagement Review

We are holding a Parents' Evening for parents/guardians of students in Year 10 on **Thursday 25<sup>th</sup> February**. The purpose of this is to enable us to discuss with you regarding your son's/daughter's engagement with online learning.

We have recently introduced an easy to use online parent meeting system from SchoolBooking. This system allows you to book your own teacher appointment times and access video calling all within one simple website.

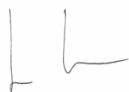
You will receive an email invitation to activate your account on **Thursday 18th February**. If you do not receive your invitation email, please check your Junk/Spam email folders before contacting school. Please note, appointments will be made on a first come first served basis.

Please see the guide below on how to use the SchoolBooking system.

If you do not have access to the internet or there is an issue logging in, then please contact the school office who will be happy to help.

We look forward to seeing you.

Yours faithfully,



Mr J Higgins

Headteacher



## How to book an appointment

### Step 1 – Activation Email & Login

Use the link provided in your activation email. This will open your browser to <https://events.schoolbooking.com/>.

From here 'Activate' your account and setup a new password.

Saving your new password will take you directly to the Events Dashboard (Step2)

### Account Activation

Please enter the information contained within your Activation Email. If you have an account but have not received an activation email, please try to [recover your account](#)

Email address or Mobile number

Activation Code

### Account Details

Details Security Schools Log Out

Please set your password before proceeding

New Password


Password Confirmation

### Step 2 – Select the Parent Meeting/Event

If you have children in other schools using the same system your events will be listed in order of school name.

## Events Dashboard

### Upcoming Events

Skinner Demo Site	Year 7 Progress Meetings extra parking provided in playground	 THU 21ST MAR 4:00pm - 7:00pm
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### Step 3 – Choose your how you plan to attend the Parent Meeting/Event

Use the dropdown to select the option that is best for you. Some of these choices may not be available for your event

**Venue** – in person at your school/education establishment

**Telephone** – the teacher will call you.

**Video call** – On-line video calls with the teacher.

#### Example Parent Meeting

SKINNER DEMO SITE

Thu 10th Dec 5:00pm - 8:00pm

Year 7 Review. Please choose either Telephone or Video Call

< Event List

Email / Print Itinerary

Notification Center 0

How do you plan to attend the event?  
If selecting phone please ensure you have an up-to-date phone number.

Video call (using this system)

Telephone call (we will call you)

Video call (using this system)

### Step 4 – Choose the teachers/subjects and meeting times

Simply select the teacher/class you would like meet to view the available times, and book. If you have chosen the video calling option, you will see your unique Join Meeting links. You will need to return to this page on the day of your event to start your video calls.

#### Example Parent Meeting

SKINNER DEMO SITE

Thu 10th Dec 5:00pm - 8:00pm

Year 7 Review. Please choose either Telephone or Video Call

< Event List

Email / Print Itinerary

Notification Center 0

How do you plan to attend the event?  
If selecting phone please ensure you have an up-to-date phone number.

Video call (using this system)

Your Bookings  
Please select available slots from the lesson below.

Evening

Teacher	Subject	Teacher	Time	Status
Whitemane, Mrs	Maths	Timmy Thompson		Select
Humphries, Mr	English	Bella Thompson	6:10pm - 6:18pm	Booked
Humphries, Mr	English	Timmy Thompson	6:20pm - 6:28pm	Booked

18 slots remain | 10 slots remain | 10 slots remain


Thu 10th Dec, 5:00pm - 8:00pm

Make sure you have booked a time for every teacher you want to see and then **print or email your itinerary** ready to bring with you on the day.

For Video calls, please return to <https://events.schoolbooking.com/> on the day of the Parent Meeting and use Join Meeting links at the appropriate time. When the teacher sees you are connected, they will join the meeting. For the best experience we recommend you use a PC or Mac (with speakers and microphone), or a mobile device such as a tablet (iOS or Android). You can use the Join Meeting links at any time to test your device settings.

You will also receive a reminder email with a copy your itinerary the day before your Parent Meeting.

### Example of Printed Itinerary



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Itinerary for Year 10 Parent Evening  
**Skinner Demo Site**

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You have an upcoming booking for Year 10 Parent Evening at Skinner Demo Site.

Your itinerary is as follows

Time	Staff	Student	Class	Location
5:05pm - 5:10pm	Mr Murphy	Bella Thompson	75c Science	Computer Room - 30 PCs
5:15pm - 5:20pm	Mrs Whitemane	Timmy Thompson	7Ma Maths	CONFERENCE ROOM

[View your booking](#)