



19th March 2021

Dear Parents and Carers,

Primary Phase Parents' Evenings on Tuesday 23rd March and Wednesday 24th March

As you are aware, we are holding two Parents' Evenings for parents and carers of pupils in **Primary Phase**, on either Tuesday 23rd March, or Wednesday 24th March between 16:00 and 18:30. The purpose is to enable you to discuss your son's/daughter's general progress and wellbeing with his/her teacher. Thank you to all the parents who have already booked your appointments.

We have introduced an easy to use online appointment booking system. This system allows you to choose your own teacher appointment times. If you do not receive your invitation email, please contact Mrs Tighe on 01254 686311. We are confident this system will be an improvement over our previous booking arrangements.

Please read the guide below re accessing the school booking system and also the procedures for joining the online Parents Evening next week.

The School booking system will be used for a number of school activities and events in the future, so please ensure you retain your login details and password.

We look forward to seeing you at Parents' Evening.

Kind Regards,

Mrs H Southworth
Head of Primary Phase



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


Whitemane, Mrs Maths Timmy Thompson Select 18 slots remain	Humphries, Mr English Bella Thompson 6:10pm - 6:18pm Booked Join Meeting > 10 slots remain	Humphries, Mr English Timmy Thompson 6:20pm - 6:28pm Booked Join Meeting > 10 slots remain
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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



Itinerary for Year 10 Parent Evening
Skinner Demo Site

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](#)