



March 23rd 2021

Dear Parents/Carers,

Parents Evening will take place on Tuesday 30th March and Wednesday 31st March between 3.45pm and 6pm

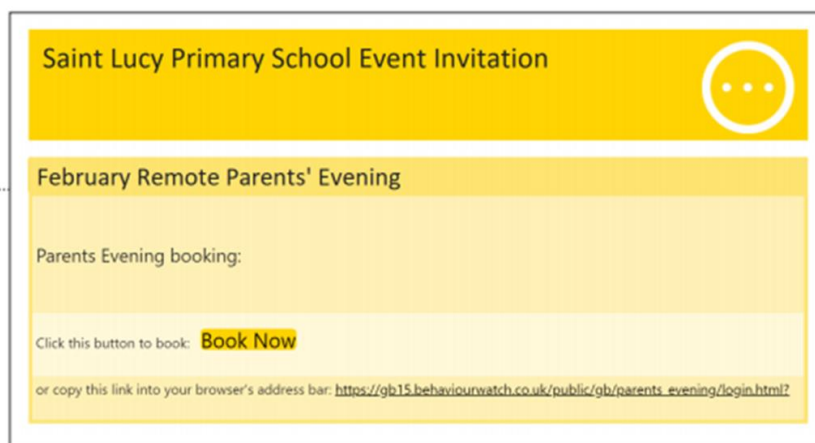
Please make ONE booking for each child on either day.

We will send a link to your mobile phone or email address which will take you to our online booking system to select a time convenient for you. **Codes will be sent to all families on Thursday 25th March at 4pm.**

Please follow these simple steps to book your slot:

1. Click the link that you receive through text and/or email to take you to the confirmation page. You will need internet access to do this.

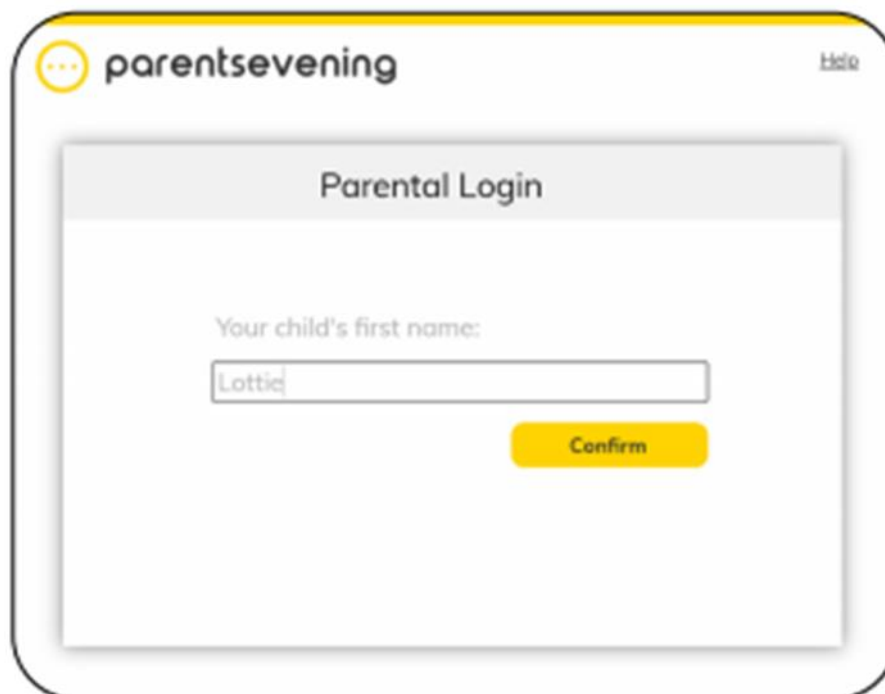
Example:



Do not be alarmed by the words 'behaviourwatch' in the web link. It is simply the program we are using in order to make these appointments available.

2. Enter your child's first name to continue. If you have more than one child, any of their first names will work.

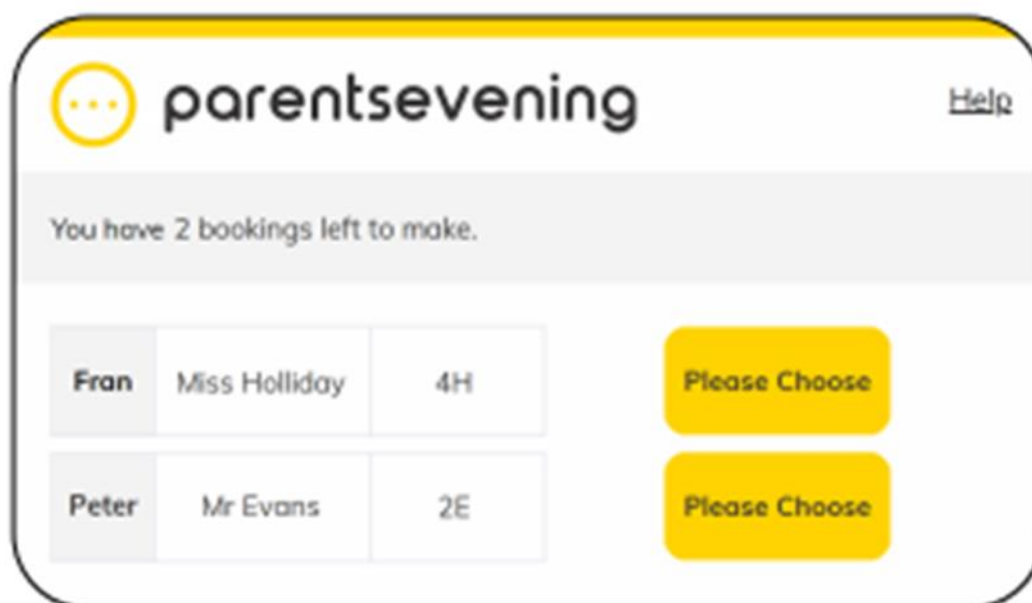
Example



The screenshot shows the 'parentsevening' website interface. At the top left is the logo, and at the top right is a 'Help' link. The main heading is 'Parental Login'. Below this, there is a label 'Your child's first name:' followed by a text input field containing the name 'Lottie'. To the right of the input field is a yellow 'Confirm' button.

3. Next you will be taken to the booking page. This will show your children alongside all of the teachers that you can book in with.

Example:



The screenshot shows the booking page on the 'parentsevening' website. At the top left is the logo, and at the top right is a 'Help' link. Below the header, a grey bar contains the text 'You have 2 bookings left to make.' The main content area displays two rows of booking options. Each row consists of a child's name, a teacher's name, a time slot, and a yellow 'Please Choose' button.

Fran	Miss Holliday	4H	Please Choose
Peter	Mr Evans	2E	Please Choose

4. Click 'Please Choose' to be shown a list of available times that you can click to book.

Example:

Make Booking

You are now making a booking for Fran to see Miss Holiday (4H-6)

Mon 11 Feb 2021	3:00 PM	Unavailable
	3:05 PM	Unavailable
	3:10 PM	Unavailable
	3:15 PM	Unavailable
	3:20 PM	Unavailable
	3:25 PM	Book

Close

5. Before parents' evening begins you will receive the link to a video call...

Example:

Saint Lucy Primary School Parents Evening Video Call

February Remote Parents' Evening

Click this button to access your scheduled video calls: **Join Video Call**

or please click the following link to access your scheduled video calls: <https://edsp.co/pe-MXq1aNwhr95xIFmRyici9>

6. Click on the 'Join Video Call' button to access your scheduled video call. Alternatively, you can click in the link below the button.

Make sure you book your parents evening as soon as possible to ensure you get the best time for you.

Compatibility

Not all devices or browsers currently support our video module. Please see the guide below for compatibility:

	Chrome	Firefox	Safari	Edge (Chromium)
Android			-	-
iOS	*	*		-
Linux			-	-
macOS				
Windows			-	

Please ensure that users are running the most recent version of Chrome and Firefox, or Safari 11 and above.