

 Parents Booking**Guidelines:**

- The purpose of the meeting is to share information, and discuss with you, progress your child has made in learning.
- The meeting is confidential, so it is important that it is conducted somewhere private and not in a public place. The meeting must not be recorded in any way.
- The system is designed for video. When prompted you must “accept” the browser to access your camera or the video room will not be created. Once you have done this, you have the option to then turn off your camera for any reason.
- Your child’s teacher may have opted not to activate their camera during this discussion. They will share this decision with you.
- The length of your meeting has been set and communicated by the school. The teacher is not able to extend this time and the meeting will be automatically terminate at the end by the system. Remaining time is displayed on the screen.
- Your school will notify you of a contact person to call if there are technical difficulties or you need support accessing the system.
- Contact the school if you have any other queries or concerns.

Instruction for using the Video Meeting system for parents and carers

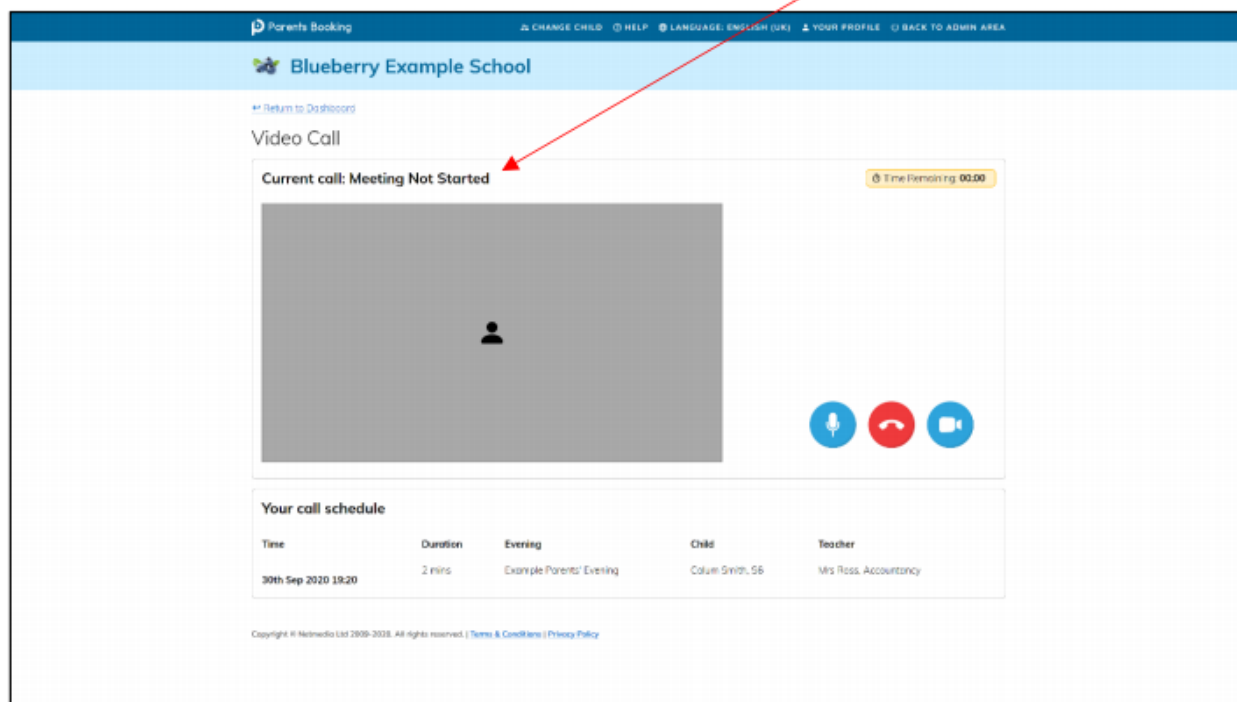
There’s also a video training video here: <https://youtube.com/watch?v=L54s1utDNqE>

1. Login and make your appointments as normal
2. On the day of the parents’ evening, login to Parents Booking just like before. This time there will be a “join Video Meetings” button if you are within 15mins of your first appointment, which you need to click, to join your video meetings. These appointments will exactly match what has been pre-booked.

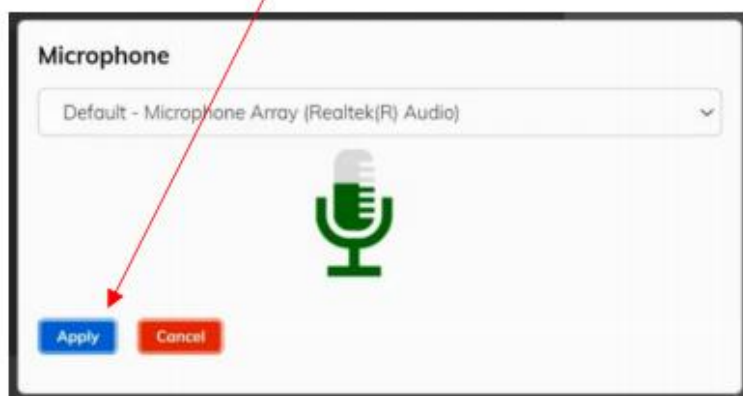
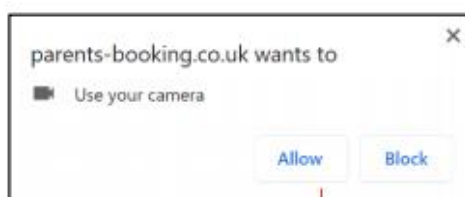
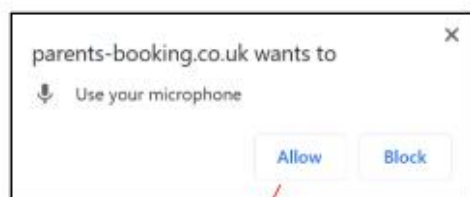
Participants must use a computer/device which has a webcam and microphone. We suggest also using Chrome on a PC/laptop and Android smartphone/tablets, and use Safari on an iPhone/iPad, however below is the official compatibility. You must use one of the below device and internet browser combinations for the video meeting technology to work:

- Apple iPhone/iPad (must be 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 (but only the new Edge Chromium, not the old Edge)

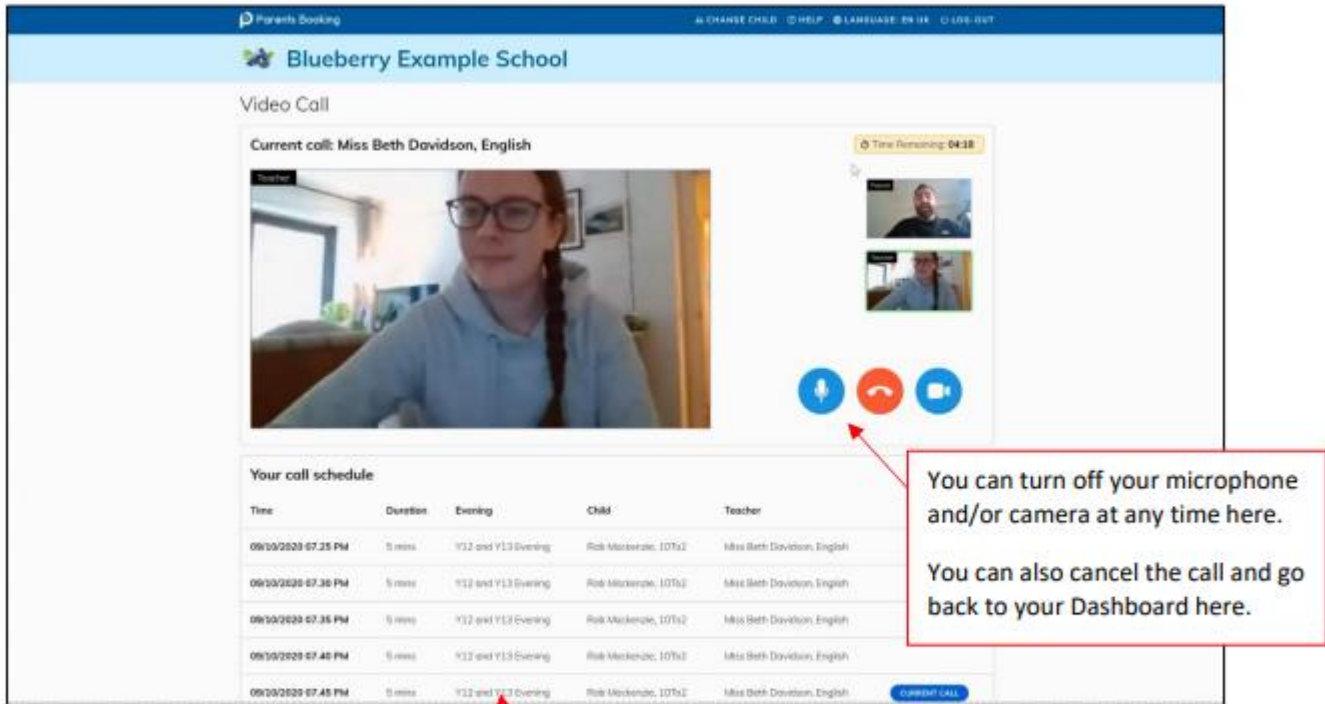
- When you click “Join Video Meetings”, you will be shown a “Meeting Not Started Yet” message, until the instant your appointment is due to begin.



- When the time of your first appointment starts, and provided the teacher is also ready for the meeting, your meeting will start. Before you can talk, you will be asked to provide permission to your internet browser to use its microphone and webcam. You will be asked for permission by your internet browser, and then shown a 'popup' which asks which microphone, and then which webcam, you want to use. Press 'Allow' and 'Apply' for all of these if you consent to their use.



5. Once you have provided permission to the microphone and webcam, your video meeting will start.



Parents Booking | CHANGE CHILD | HELP | LANGUAGE: EN | UK | LOG-OUT

Blueberry Example School

Video Call

Current call: Miss Beth Davidson, English

Time Remaining: 04:38

Your call schedule

Time	Duration	Evening	Child	Teacher
09/10/2020 07:25 PM	5 mins	Y12 and Y13 Evening	Rob Mackenzie, 10752	Miss Beth Davidson, English
09/10/2020 07:30 PM	5 mins	Y12 and Y13 Evening	Rob Mackenzie, 10752	Miss Beth Davidson, English
09/10/2020 07:35 PM	5 mins	Y12 and Y13 Evening	Rob Mackenzie, 10752	Miss Beth Davidson, English
09/10/2020 07:40 PM	5 mins	Y12 and Y13 Evening	Rob Mackenzie, 10752	Miss Beth Davidson, English
09/10/2020 07:45 PM	5 mins	Y12 and Y13 Evening	Rob Mackenzie, 10752	Miss Beth Davidson, English

CURRENT CALL

You can turn off your microphone and/or camera at any time here.

You can also cancel the call and go back to your Dashboard here.

6. Appointments follow on automatically. Your schedule is shown at the bottom of the page. Once one appointment has finished the next will start instantly, and you do not need to change web page.