



Hillhead High School
Oakfield Avenue
Glasgow G12 8LJ
Phone 0141 582 0100

Head Teacher
K McAlaney

21.01.2022

S2 Telephone Parents' Evening – Tuesday 01.02.22 4.15pm to 6.45pm
Booking opens 24/01/22 at 2:30pm – Booking closes 28.01.22 at 3.00pm

Dear Parent / Carer,

Prior to the 2019/2020 school session, in order to report pupil progress to parents, our school provided both tracking reports as well as in-person parents' evenings. Unfortunately, COVID 19 control measures has prevented us from hosting such events last session. For this session, we are using a new system that will allow us to report to you through pre-booked telephone calls. Like in-person parents evenings, parents will be able to 'book' appointments with teachers of their choice.

Parents/carers are asked to book telephone consultations using an online system. Teachers will then call at the pre-arranged time. Please note:

- Calls will be strictly time-limited and the system can lead to them ending abruptly - to ensure time is available to all parents/carers.
- When calls are made, the number may appear as 'Unknown Caller'

Telephone consultations can be made at <https://parents-booking.co.uk/hillheadhs>

Detailed instructions can be found overleaf.

Yours Sincerely

H. Campbell

Depute Head Teacher



- To identify yourself to the system you must correctly enter the details as prompted on the right:
- If you have any details accessing the system please contact the school office (01415820100)

Parents/Carers Login Here:

Fields marked with * are mandatory.

* First Name * Surname

E-Mail

Your email address is used to receive booking confirmations.

* Mobile Number

Enter Student Details Here:

* First Name

* Surname

Date of Birth*

Login

- Once you are logged in it is essential that you confirm the details held using **‘YOUR PROFILE’**
- Once in **‘YOUR PROFILE’** please ensure that your phone number is entered correctly. This will be the number provided to teachers to call you.

Parents Booking

Hillhead High School

Welcome Mr Aaron Petterson

School contact details
School Office 0141 582 0100 headteacher@hillheadhigh.glasgow.sch.uk

Name of Group	Parents' Evening	Date	Start	End
S3 Parents Evening	S3 Parents Evening Suggest Bookings For Me Make/Edit My Own Bookings	07/12/2021	16:15	19:00

Parents Booking

Hillhead High School

Return to Dashboard

Your profile: Mr Aaron Petterson

Email address: apetterson@google.co.uk Telephone: 07123456789

- Once your phone number is confirmed you can **‘Return to Dashboard’** and select either:
 - Suggest Bookings for Me
 - Make/Edit My Own

Parents Booking

Hillhead High School

Welcome Mr Aaron Petterson

School contact details
School Office 0141 582 0100 headteacher@hillheadhigh.glasgow.sch.uk

Name of Group	Parents' Evening	Date	Start	End
S3 Parents Evening	S3 Parents Evening Suggest Bookings For Me Make/Edit My Own Bookings	07/12/2021	16:15	19:00

Bookings

The screenshot shows a grid of eight available consultation slots. Each slot includes a teacher's name, subject, and the number of slots left. Below the grid is a section titled 'When are you able to attend?' with a date selector set to 'Tuesday 07 Dec 2021' and time dropdowns for 'Arrive' (16:15) and 'Depart' (18:45). A red arrow points to the 'Make my bookings for me' button.

AVAILABLE Mr J. Gemmill Physical Education Core 28 slots left at 5 minutes each	AVAILABLE Mr M. Mullaney French 28 slots left at 5 minutes each	AVAILABLE Mr M. Scanlan Mathematics 28 slots left at 5 minutes each	AVAILABLE Mr S. Brown Graphics 24 slots left at 5 minutes each
AVAILABLE Mrs S. Reilly Art 28 slots left at 5 minutes each	AVAILABLE Mrs S. Ruddy English 28 slots left at 5 minutes each	AVAILABLE Ms E. Connelly Personal & Social Education 28 slots left at 5 minutes each	AVAILABLE Ms M. Laing Computing studies 28 slots left at 5 minutes each

When are you able to attend?

Day 1

Tuesday 07 Dec 2021

Arrive: 16:15 Depart: 18:45

[Make my bookings for me](#)

If using 'Suggest Bookings For Me' you will see this:

This way the system will automatically make bookings during the time available

'Tick' the subjects/teachers you wish to have consultations with and then press 'Make my bookings for me' – you then must confirm.

If using 'Make/Edit My Own Bookings you will see this:

The screenshot shows the 'S3 Parents Evening 07/12/2021' interface. It features a grid of subjects with a '1' in a blue circle next to each, indicating one available slot. Below the grid is a section for 'Graphics' with a table of appointment times and statuses. A 'Book' button is visible for the 16:39 slot. On the right, there is a 'Your appointments' section with buttons for 'Booking instructions', 'Print your bookings', 'Email your bookings', and 'Cancel all bookings'.

Art	Chemistry	Computing studies	English	French
Graphics	History	Mathematics	Music	Personal & Social...
Physical Education...	Religious Educatio...			

Graphics

Time	Duration	Action	Status
16:15	5 mins		UNAVAILABLE
16:21	5 mins		UNAVAILABLE
16:27	5 mins		UNAVAILABLE
16:33	5 mins		UNAVAILABLE
16:39	5 mins	Book	AVAILABLE
16:45	5 mins	Book	AVAILABLE

Your appointments

You have no appointments

[Booking instructions](#)

[Print your bookings](#)

[Email your bookings](#)

[Cancel all bookings](#)

This way allows you to choose subjects/teachers and times. In the example above 'Graphics' has been selected and the first available appointment is shown. You can click 'Book' and then 'Make Booking' to confirm. You can then do this for other subjects/teachers individually.