



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

Head Teacher
K McAlaney

21.01.2022

S1 Telephone Parents' Evening – Tuesday 22.03.22 4.15pm to 6.45pm
Booking opens 24/01/22 at 2:30pm – Booking closes 18.03.22 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 | HELP | LANGUAGE: ENGLISH (UK) | YOUR PROFILE | LOG-OUT

Hillhead High School

Welcome Mr Aaron Petterson

Send school feedback | Video Settings

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

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Parents Booking | HELP | LANGUAGE: ENGLISH (UK) | YOUR PROFILE | LOG-OUT

Hillhead High School

Return to Dashboard

Your profile: Mr Aaron Petterson

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

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

Parents Booking | HELP | LANGUAGE: ENGLISH (UK) | YOUR PROFILE | LOG-OUT

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Bookings

The screenshot shows a grid of 8 available booking 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 blue button labeled 'Make my bookings for me' is at the bottom left, with a red arrow pointing to it.

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. At the top, there is a grid of subjects: Art, Chemistry, Computing studies, English, French, Graphics, History, Mathematics, Music, Personal & Social..., Physical Education..., and Religious Education. Each subject has a blue circle with the number '1'. To the right is a sidebar titled 'Your appointments' with the text 'You have no appointments' and four buttons: 'Booking instructions', 'Print your bookings', 'Email your bookings', and 'Cancel all bookings'. Below the subject grid is a section for 'Graphics' with a table showing available times and actions.

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

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.