

Our Ref:
Your Ref:
Contact: Mr MacPherson
Tel: 01698 274920
E-mail:
Date: 9th May 2022



ML2 8LY

Dear Parent/Carer

VIDEO PARENTS' MEETINGS

You are invited to make appointments for the S3 Parents' Evening. The meetings will be booked online, and then held by video meeting rather than in-person at the school.

The S3 Parents' Evening is Wednesday 18th May 4.15pm – 6.45pm. To make your appointments please login at: www.parents-booking.co.uk/coltnesshigh

PLEASE NOTE: You need to type this address into your website browser's 'address bar'. Do not try to 'Google' this website address or use a search engine as that will not work. This is a common mistake especially on phones and tablets.

Appointments will be available to book from Monday 9th May until on Monday 16th May at 1pm.

To login you will need to enter:

- Your first name and surname
- Your child's first name, surname and date of birth

The login details you enter must match those we have on record for the main contact.

After you have made your appointments, you can choose to print or e-mail a confirmation of bookings.

Shareable Join Link - A specific feature of the video meetings is that two parents/guardians can attend the same meeting from different locations. A Shareable Join Link is included within the email confirmation to allow parents/carers to share the link with another person.

On the day of your appointments, you need to re-login at the website address above 15mins before your appointments are due to begin. You will be able to join the video meeting room, where you can wait for your appointment(s).

Internet Browser Compatibility:

You must use one of the below devices and internet browser combinations for the video meeting technology to work:

- **Apple iPhone/iPad (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 (Chromium)

Helpful Tips

- If you cannot log in, please contact the school office.
- The email address field entered is only used to send your appointment confirmation. If you have problems logging in, it will not be because of the e-mail address you entered.
- There have been issues with Samsung and Apple devices running the most recent software, it is preferable to access from a laptop or PC that has a webcam.

Further information to prepare for the S3 Parents' Evening can be found on the Parents Evening help sheet we have issued

Please be aware that once the system closes for appointments on Monday 16th May at 1pm we will not be able to add you to the appointments list. If you are having any difficulty, please contact the school office in advance of this date and we will do our best to assist you. It is important to highlight that if you cannot attend parents' evening, we cannot ask staff to provide written updates or phone calls at an alternative date as we must be mindful of staff workload. We look forward to seeing you on the 18th May.

Kind regards

Mr D MacPherson
Depute Head Teacher