

Digital Parents Evenings – Parent/Carer Instructions

Logging in:

VIA PARENTS BOOKING SYSTEM: To gain access to the parents evening you log in to the Parent Booking website using this address:

<https://www.parents-booking.co.uk/steppprimary>

If you have a **mygovscot** account you can log in using your username and password. Alternatively, you can enter you and your child's details to log in (**please note, these details must be entered exactly the same as the school records**).

Parents Booking

Parents/Carers Login Here:

Login with

mygovscot

OR

Fields marked with * are mandatory.

*Surname

Email

Your email address is used to receive booking confirmations.

Enter Student Details Here:

*First Name

*Surname

Once you have logged in you will be able to see the parents' evenings available to you.

Please click on the appropriate parents evening, e.g. March 2022

Welcome Miss Test Parent

Send school feedback Video Settings

School contact details
CHS School Office 01236794898 enquiries-at-chrystonhigh@northlan.org.uk

Parent-Teacher Meetings

Name of Group	Parents' Evening	Date	Start	End
Test Evening	Test Evening Suggest Bookings For Me Make/Edit My Own Bookings Create Link to Share Meeting(s)	05/10/2021	16:15	18:45

You can then click to make/edit your own bookings.

Making appointments:

You should see your child's name at the top of the page and their teacher's name for you to make your appointment.

Child's Name

Primary Curriculum

Teacher Name

Create bookings for Test Pupil

Each subject has a tab showing how many appointments you can book. If there is more than one teacher for a subject you can usually book separate appointments of them.

Test Evening 05/10/2021

Technicians

Technicians

Mr J. Coventry

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

Your appointments

You have no appointments

[Booking instructions](#)

[Print your bookings](#)

[Email your bookings](#)

[Cancel all bookings](#)

You will then be able to pick which 9 minute slot you would like from the list of **available** appointments. Once you have decided on a time, simply click the blue **'Book'** button.

Once you have made all your appointments you can then print or email your schedule.

Your appointments

You have no appointments

[Booking instructions](#)

[Print your bookings](#)

[Email your bookings](#)

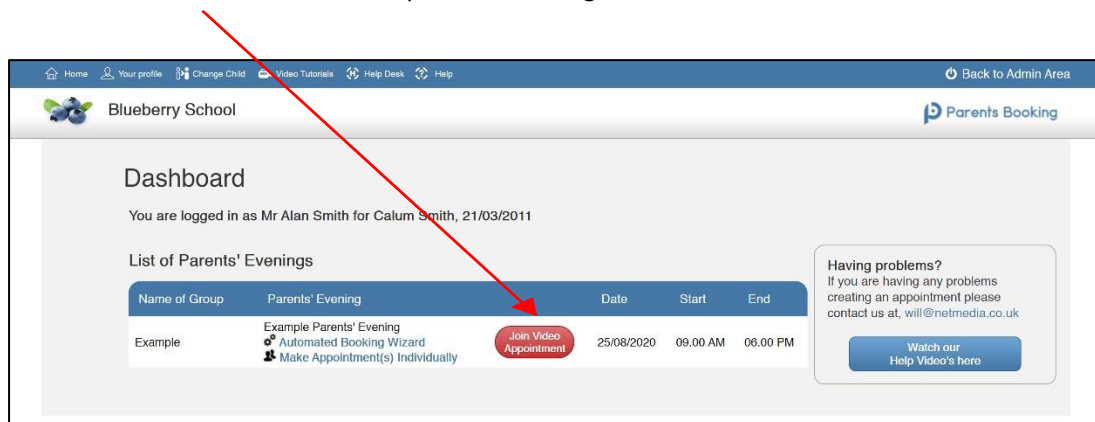
[Cancel all bookings](#)

If you need to cancel an appointment, you can click on that specific appointment and click cancel.

Please ensure you cancel all bookings if you can no longer attend the parents evening.

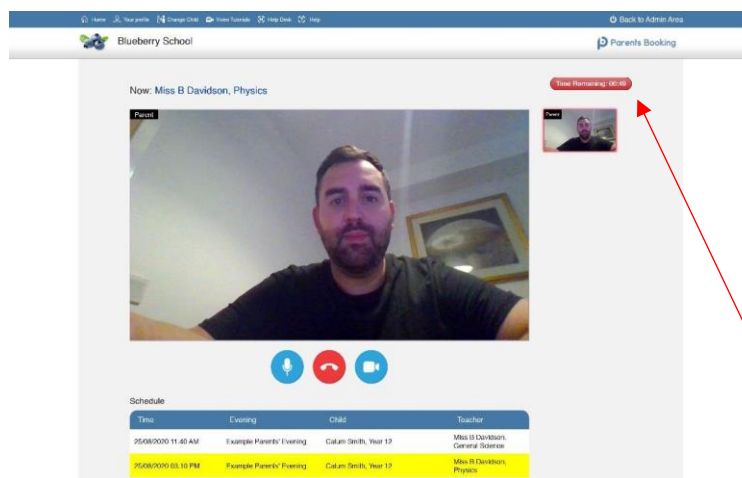
Virtually attending the evening:

You are required to login to Parents Booking again on the day/night of the parents' evenings and click the red 'Join Video Call' button next to the parents' evening.



Joining the video call will take you to a video call page, where you will be able to see the teacher once the appointment has started.

To ensure this works, you must give your internet browser permission to use your microphone and camera when requested.



The meeting will automatically close after the 9 minute appointment time runs out and you can see how much time is remaining in the countdown timer at the top right hand side of the screen. There will be a one minute buffer between appointments.