



November 2021

### Video Parent Meetings

Dear Parent/Carer,

With COVID safety measures still in place, we do not want to lose the opportunity to discuss pupils' progress and support parents to know how to help with next steps in learning. This year, we will be having parent meetings online and I would like to invite you to make appointments for the upcoming **S3 Parents' Evening on Tuesday 30<sup>th</sup> November**.

Please find below an outline of how to book your appointment and some advice on how the system works. If you have any queries, difficulties, or concerns about this process please contact [enquiries-at-taylor@northlan.org.uk](mailto:enquiries-at-taylor@northlan.org.uk). Similarly, if you are unable to book your appointment at home, please contact the school office or send an email to the address above. A step-by-step guide has been included with this email to assist with logging on and booking your appointments. As usual, if you wish to speak to a teacher who doesn't have any times left, please contact pupil support to discuss your query.

Yours faithfully,

Paul McWatt  
Head Teacher

---

Appointments will be available to book from **7pm on 16<sup>th</sup> November** until **midday (12pm) on 30<sup>th</sup> November**.

To make your appointments please login at: <http://www.parents-booking.co.uk/taylorhigh>

**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 on phones and tablets especially.**

**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 you.*

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/guardians 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). If

**What to expect during the meeting**

- Each appointment will last 5 minutes, the teacher will discuss your child's progress and then leave time for questions at the end.
- There will be a 1 minute gap between each appointment stopping and the next starting.

- There is a visible timer on the screen that counts down and the meeting will automatically end after the 5 minutes is up.

### **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)

### **Troubleshooting Tips**

- If you cannot login please contact [enquiries-at-taylor@northlan.org.uk](mailto:enquiries-at-taylor@northlan.org.uk)
- 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.