



10th March 2021

Video Parent Evening Meetings

Dear Parents/Guardians,

Our parent-teacher meetings are taking place on **Wednesday 24th March and Thursday 25th March** for all classes. Due to the current situation we are still unable to hold these meetings face to face in school, so we will be hosting the meetings virtually.

We are excited to let you know that we are trialling a new system for booking and holding our Parent Evening Meetings. The company we are using is called 'Parents Booking' and they are specialists in this area. You will be able to book you meeting using an online system, and the consultation with the teacher will be held via a video meeting.

To make your appointments please login at: <https://parents-booking.co.uk/polesdenlaceyinfant>

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.

Appointments will be available to book from **7pm on Thursday 11th March** until **10pm on Sunday 21st March.**

After you have made your appointments you can choose to print or receive an e-mail confirmation.

On the day of your appointment, you need to re-login at the website address above. 10 minutes before your appointment is due to begin. You will then be able to join the video meeting room, where you can wait for your appointment. Attached to this email is a guide to attending the online video call.

Internet Browser Compatibility:

You must use one of the below device 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

Head Teacher: Ms Rebecca Mole



- **Mac computer:** Safari, Chrome or Firefox
- **Windows computer:** Chrome, Firefox or Edge (Chromium)

Troubleshooting Tips

- If you cannot login, 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.

We hope that this system will be efficient, easy to use and allow you to have a productive conversation with the teacher about your child. If you are unable to book at home or experience any difficulty using the booking system, please contact the school office for help.

Kind regards,

A handwritten signature in black ink that reads 'Rebecca Mole'.

Rebecca Mole

Headteacher

Head Teacher: Ms Rebecca Mole