



25th September 2023

Dear Parent/Guardian

Video Parent Meetings

You are invited to make an appointment for the school's Year 11 parent-teacher meetings. The meetings will be offered over two main dates, **Thursday, 5th October** and **Thursday 12th October, from 15:30 until 17:30.**

Most teachers will be available on both of these dates, but there are a few staff that will be available on only one of these dates. Where this is the case their appointment time availability will be extended to accommodate the lack of a second date. There are a few staff who will offer alternative dates to those stated above (due to working patterns) and these will be seen once you log into the parents booking website.

The appointments will be held by video meeting rather than in-person at the school. Similarly, it may be that teachers conduct the meetings from alternative locations.

Booking appointments

These meetings will be booked online; to make your appointments please login at: <https://parents-booking.co.uk/phsg>

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 **6.30pm on Wednesday 27th September** until **midday (12pm) on Wednesday 4th October**. Due to the number of students who will require an appointment, please try to prioritise the staff you would like to speak to on the evening. After you have made your appointments there is the option to print or receive email confirmation.

Attending meetings

On the day of your appointments, you need to login at the website address above. You will be able to join the video meeting room ten minutes before your appointment is due to begin. Please ensure you start promptly for your appointments, as each meeting will automatically end at the appointed time.

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 the school office
- Please note that the e-mail address field entered is only used to send your appointment confirmation. If you have problems logging in, it will not be because of the email address you entered.

If you are unable to book at home, please contact the school data manager, Rachel Will, (rachel.will@phsg.tsat.uk).

Yours faithfully

Mr Law

Head of Year