



THINKING
SCHOOLS
ACADEMY TRUST

Plymouth High School for Girls

"For life, not school, we learn"

9th January 2025

Dear Parent/Guardian

Video Parent Meetings

You are invited to make an appointment for the school's Year 9 parent-teacher meetings. The meetings will be offered on **Thursday 23rd January and Thursday 30th January from 15:45 until 17:30**. 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.

Please note that there are some teachers that will be starting earlier than 15:45 and going beyond 17:30, due to commitments for after school clubs for example, but the vast majority of appointments will be for between 15:45 and 17:30. There are also a few staff who will be holding their appointments on Tuesday 21st January, Wednesday 22nd January, Tuesday 28th January, and/or Wednesday 29th January, due to them being part time or because of after school club commitments.

During the appointment, teachers will summarise your child's strengths and areas for development. They will also discuss with you predicted grades for the final examinations and will be happy to answer any questions that you have.

We endeavour to provide all parents who would like an appointment to talk with their child's teacher to be able to make an appointment. If parents find that they are unable to make an appointment for a particular subject because all the appointment slots are filled, we ask that they contact Mrs Will at data@plymouthhighschoolforgirls.org.uk before (insert date and time but check with Rachel on the deadline) who will look to find an alternative slot.

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 15th January until midday (12pm) on Wednesday 22nd January**. After you have made your appointments there is the option to print or receive email confirmation.

Please note parents can add questions or concerns they'd like to discuss with the teacher at the point of booking an appointment.

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, data@plymouthhighschoolforgirls.org.uk

Yours faithfully

Mrs Banks

Head of Year