



Tuesday, 18 October 2022

Dear Parent/Guardian

Video Parent Meetings

You are invited to make appointments for the school's Year 11 parent-teacher meetings. In order to provide a level of flexibility and accommodate the needs of parents, the meetings will be offered over two dates - **Thursday, 17th November and 24th November** - and be held by video meeting rather than in-person at the school. Similarly, it may be that teachers conduct the meetings from alternative locations.

It is hoped that this will enable parents to meet with those teachers as prioritised and reduce both travel time and time spent waiting for appointments.

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 Thursday 10th November** until **midday (12pm) on Wednesday 16th November**. 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. Furthermore, in order to accommodate large numbers of appointments, particularly where a teacher may have more than one Year 11 class, you may only be offered appointment slots on one of the two dates above for each subject. If there are no bookable spaces for subjects you have prioritised, please contact the Head of Year 11 (zoe.nicolboyle@phsg.tsat.uk).

After you have made your appointments there is the option to print or receive e-mail 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 e-mail address you entered.

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

Yours faithfully

Zoe Nicol-Boyle
Head of Year 11