



10/01/2023

Dear Parent/Guardian

Video Parent Meetings

You are invited to make appointments for the school's Year 9 parent-teacher meetings. The meetings will be held over two dates – **Wednesday, 25th January 2023 and Thursday 26th January 2023** - 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, it is worth checking you can log in before booking opens.

Appointments will be available to book from **6.30pm on Wednesday 18th January** until **midday (12pm) on Tuesday 24th January**.

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

Mrs Fiona Banks
Head of Year Nine