

Dear Parent/Carer

Year 12 Video Call Parents' Evening – Wednesday 24th March 2021

Unfortunately due to COVID restrictions, we are unable to run parents' evenings in person. However, rather than cancel or postpone the event at this crucial part in your child's educational career, we are going to trial an online parents' evening system where you can meet and have a real discussion with each of your child's teachers.

The parent-teacher meetings are being held on: **Wednesday 24th March from 3.30pm until 6.30pm**

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.

Further information on **how to book an appointment, including video tutorials, are available on the school website by clicking on** <https://www.toothillschool.co.uk/page.php?p=evening>

In addition to the booking link.

The online booking system will go 'live' **from 8am Wednesday 17th March and close on 23rd March**, and dependent upon availability, you will be able to book an eight minute appointment with each of your child's teachers. Please note that the eight minutes will commence from the time of the booking, not from the start of the live call, therefore please be available to start the video call before the allocated appointment time. After you have made your appointments you can choose to print or receive emailed confirmation.

On the night of the parents evening please sign in to the website <https://parents-booking.co.uk/toothill> fifteen minutes before your first appointment. Where appointments are back to back these will start immediately after the earlier appointment has finished. It may well be however that there is time between each of your appointments. If this is the case please be mindful that you might need to log back in to the site above if your session is timed out. Please do this in good time before the appointment it due to begin.

Internet Browser Compatibility:

You must use one of the devices below 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 are unable to login to make your appointments, **please contact the school office** school.office@toothillschool.co.uk
- 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.

□ If you are experiencing technical difficulties during your appointment please school.office@toothillschool.co.uk where staff will be available on site to help.

Due to these unprecedented times, on the day of the event, your child's teacher may not be available. We will alert all parents/carers by email a full list of staff that are unavailable on the day.

If you are unable to book an appointment, please contact the school office 01949 875550 or email school.office@toothillschool.co.uk

Yours faithfully

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Acting Head of College