Johnstone High School 

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11th January 2022

Dear Parent/Guardian,

**ONLINE PARENT MEETINGS**

Along with many other secondary schools, Johnstone High School has introduced a new online parents evening system called Parent Booking. This new system allows parents to choose their own appointment times and meet with teachers from the comfort of your own home.

As a parent of an S3 pupil, you are now invited to make appointments for the online parent-teacher meeting on **Tuesday 25th January 2022, 4.30pm – 7pm**.

These meetings will be booked online and will then be held by **video** meeting rather than in-person at the school.

**How to make appointments**

To make your appointments please login at: **www.parents-booking.co.uk/**

**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 **6pm on Wednesday 12th January** until **9pm on Monday 24th January.**

Once you login, you will see your child(ren)’s names and you will be able to:

* See your child’s teachers, and select those you wish to meet
* Input when you are available over the 4.30 – 7pm
* The system will then generate your appointments
* After you have made your appointments you can choose to print or e-mail confirmation

Please note that some classes are oversubscribed in that the teacher has more pupils than there are available slots (this can occur if the teacher has more than one section in the year group). Our appointment times have always been five minutes and this is not unique to the new online system. This is to allow staff to see as many parents as possible in the allocated time. In this instance we would recommend booking appointment slots early, however if you are unable to get an appointment for a teacher please contact your child’s Pastoral Teacher who will endeavour to answer any questions or queries.

**On the day of the parent meeting**

On the day of your appointments, you need to re-login at the website address overleaf. 10mins before your appointments are due to begin you will be able to join the meeting room, where you can wait for your appointment(s) to begin.

Appointments will last 5 minutes and there is a countdown timer on the screen. At the end of the 5 minutes, both parents and staff will be automatically taken into their next appointment.

We strongly recommend that parents go into the system before the parent evening starts to test compatibility (ideally during school hours so you can contact us if there are any problems). We have been advised that parents should search for [**www.parents-booking.co.uk/**](http://www.parents-booking.co.uk/)through Google Chrome or Firefox.

**Internet Browser Compatibility:**

You must use one of the overleaf devices and internet browser combinations for the online 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
* 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 use MS Teams on your device, completely shut it down via Task Manager (CTL+ALT+DEL) as this can impact connectivity to the video calls on Parent-Booking.

If there are any issues, we can be contacted at 0300 300 1331 during school hours, and on the evening of the parent meeting we can be contacted on 07960 016099.

Finally, I would ask for your patience and support as we introduce this platform. There will be parents – and teachers – who are anxious that the technology works and that everything goes well on the evening. Nevertheless, if there are ‘glitches’ please bear with us, let us know, and we will try to put in place a positive outcome.

Kind regards,



Lynne Hollywood

Headteacher