

Video Parent Meetings

Dear parent/guardian,

You are invited to make appointments for the school's next parent-teacher meetings. These meetings will be booked online and then held by video meetings rather than in-person at the school.

The Senior Phase Parent's evening (S4, S5 & S6 pupils) is on Monday 15th December from 4.30pm – 8pm.

To make your appointments please login at: <https://parents-booking.co.uk/Whitburn>

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 Sunday 7th December** until **8am on Sunday 14th December**.

After you have made your appointments, you can choose to print or e-mail a confirmation.

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

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 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 do not have a device which will support this system, please contact the main office so that alternative arrangements can be made.

We have included a step-by-step guide for the video parent meeting, should you require it.

Headteacher: Tracey Loudon

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Making Appointments

You should try to ensure that you make appointments with all of your child's teachers. S4 pupils have 6 subjects, S5 pupils have 5 subjects and S6 pupils have up to 5 subjects.

In some instances, it may not be possible to secure an appointment. For example, an English teacher may have a full N5 class in S4 and a full Higher class in S5/6 which would require 60 appointments when the system only allows for 40. If you find that a teacher's schedule is already full when you try to book, then please contact the school and let us know. We will arrange for your child's teacher to contact you as soon as possible after the meeting to discuss their progress.

Your child will be issued with their Tracking Report before the parents evening. A Groupcall will be sent to inform you that it has been issued. Can I ask that you read and discuss this with your child in advance of the meeting which will then allow for a productive discussion to take place with the teacher.

Appointments are available with your child's Head of House or House Leader, but we ask that you only make an appointment if you have a specific concern you would like to discuss.

Appointments are also available with the school's Career advisor Gordon Hunter.

If you are unable to book at home, please contact the school office for help.

Kind regards,

Tracey Loudon
HeadTeacher

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