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Portree High School
Àrd-Sgoil Phort Rìgh

E-mail: portree.high@highland.gov.uk
http://www.portreehigh.highland.sch.uk

**S2 Virtual Parent Meeting Thursday 13th January 2022, 5-8pm**

Dear Parent / Carer

Following the Highland Council/Scottish Government policy, we are still unable to invite Parents into the school for a physical parents' evening this term, so we are trialling an online system, where these meetings will be booked online, and then held by video meeting rather than in-person at the school.  Our Pupil Support Teachers and Mr Fox, Head of Support for Learning, will also be available for appointment if you would like to discuss any specific matters arising. You will also have the opportunity to meet with myself, Miss Scott-Moncrieff (DHT), or Miss MacNab (acting DHT for G House) if you have any issues.

The S2 parent-teacher meetings are on **Thursday 13th January.**  To make your appointments please login at: **www.parents-booking.co.uk/portree**

**To login you will need to enter:**  ●*Your* first name and surname  ●*Your child's* first name, surname and date of birth
NB- The login details you enter <u>must</u> match those we have on record for you.

Appointments will be available to book from **5pm on Monday 10th January** until **3:30pm on Thursday 13th January.** 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).  I have attached some help sheets for set- up.

**Internet Browser Compatibility:**
You <u>must</u> use one of the below device 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
- **Windows computer:** Chrome, Firefox or Edge
- **Mac computer:** Safari, Chrome or Firefox
- **YOU CAN ALSO USE YOUR CHILD'S CHROMEBOOK**

**Troubleshooting Tips**
- 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 cannot login please contact the school office.

Yours faithfully,

Tony Breen
Head Teacher

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*Mr A Breen*
Head Teacher/Ceannard

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Go to **www.parents-booking.co.uk/portree** **then** login by completing the requested fields:
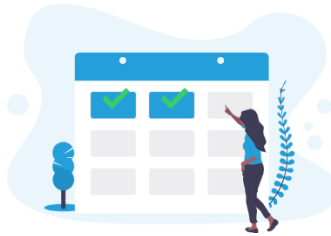
**Portree High School**

School contact details: School Office

Phone: 01478 614810

Email: portree.high@highland.gov.uk

Parents/Carers Login Here:

Fields marked with * are mandatory.

* First Name

* Surname

E-Mail

Your email address is used to receive booking confirmations.

Enter Student Details Here:

* First Name

* Surname

Date of Birth*

Login

You now (usually) have the choice of two tools for making parents' evening appointments:

**Suggest Bookings for Me**

or

**Make Bookings for Myself**

The instructions for both of these options are shown on the next few slides..

Welcome Mr Alan Smith

**"Suggest Bookings for Me"** will let you choose the teachers you want to book, and asks when you are available for appointments.

The system then calculates the most efficient order for your appointments.
You have 5 minutes to confirm (or adjust) these.

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To pick appointment times for yourself, or to edit your appointments, use Make Bookings for Myself.

1. Select the correct subject
2. Select the correct teacher
3. Click on Book to make an appointment

Simply repeat the process for each appointment you would like to make. You can also 'Modify' appointments you have made.

Once bookings have all been made you can print or e-mail an appointment confirmation.



Help videos which explain how parents use the software are available on the parent booking Website:

https://parents-booking.com/support/instructions-for-parents/



**Mr A Breen**
Head Teacher/Ceannard

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