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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 must 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 must use one of the below device and internet browser combinations for the video meeting technology to work:

- **Apple iPhone/iPad (iOS 11+):** Safari
 - **Linux computer:** Chrome or Firefox
 - **Windows computer:** Chrome, Firefox or Edge
 - **YOU CAN ALSO USE YOUR CHILD'S CHROMEBOOK**
- Android phone/tablet:** Chrome or Firefox
Microsoft Surface: Chrome or Firefox
Mac computer: Safari, Chrome or Firefox

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

Mr A Breen
Head Teacher/Ceannard

Striving for Excellence

READY, RESPONSIBLE, RESPECTFUL, RESILIENT



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

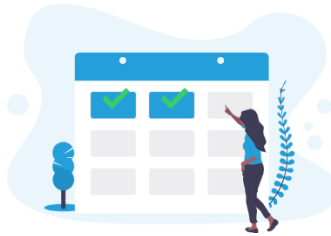


Portree High School

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*

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

School contact details
School Office 01566 674 895 info@blueberyschool.co.uk

Parent-Teacher Meetings

Name of Group	Parents' Evening	Date	Start	End
Spring Term	Spring Term Y11 Suggest Bookings for Me Make Bookings for Myself	23rd Feb 2021	18:00	19:00

School Events

Name of Group	Event Name	Date	Start	End
Spring Term	Student Performance of Aladdin	2nd Dec 2021	13:00	14:00
Spring Term	Student Performance of Lion King	20th Dec 2021	18:00	20:00
Spring Term	Student Performance of Lion King	2nd Dec 2021	13:00	14:00
Spring Term	Student Performance of Lion King	20th Dec 2021	18:00	20:00

“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.

Blueberry Example School

Suggest bookings for me

Teachers have requested meetings with you.

Colum Smith

AVAILABLE	AVAILABLE	AVAILABLE
Miss Nell Geography 30 mins left of 5 minutes each	Mr Farwood Science 30 mins left of 5 minutes each	Mr Hickens PE 30 mins left of 5 minutes each
AVAILABLE	AVAILABLE	AVAILABLE
Mr Mackenzie English 30 mins left of 5 minutes each	Mr Taylor History 30 mins left of 5 minutes each	Ms Hall Physics 30 mins left of 5 minutes each
AVAILABLE	AVAILABLE	AVAILABLE
Ms Ross Accountancy 30 mins left of 5 minutes each		

When are you able to attend?

Day:

Time: -

Blueberry Example School

Confirm suggested bookings

4:55 Please confirm these bookings within 295 seconds.

Tasha Smith

UNCONFIRMED	UNCONFIRMED	UNCONFIRMED	UNCONFIRMED
Miss Carr Business Management 23 Feb 2021 18:05	Ms Nell Geography 23 Feb 2021 18:30	Mr Hickens PE 23 Feb 2021 18:05	Mr James Whiting Maths 23 Feb 2021 18:40
<input type="button" value="Add Comment"/>	<input type="button" value="Add Comment"/>	<input type="button" value="Add Comment"/>	<input type="button" value="Add Comment"/>
<input type="button" value="Edit Booking"/>	<input type="button" value="Edit Booking"/>	<input type="button" value="Edit Booking"/>	<input type="button" value="Edit Booking"/>

Colum Smith

UNCONFIRMED	UNCONFIRMED	UNCONFIRMED	UNCONFIRMED
Miss Nell Geography 23 Feb 2021 18:00	Mr Farwood Science 23 Feb 2021 18:05	Mr Hickens PE 23 Feb 2021 18:10	Mr Taylor History 23 Feb 2021 18:15
<input type="button" value="Add Comment"/>	<input type="button" value="Add Comment"/>	<input type="button" value="Add Comment"/>	<input type="button" value="Add Comment"/>
<input type="button" value="Edit Booking"/>	<input type="button" value="Edit Booking"/>	<input type="button" value="Edit Booking"/>	<input type="button" value="Edit Booking"/>

Ms Hall
Physics
23 Feb 2021
18:20



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/>