

Parent Tutor Evening – video booking

Booking an appointment

1. Please go to <https://parents-booking.co.uk/arnewood>
2. Type in your details.
 - a. Please note that this must match the information in our database, so mis-spellings of names will prevent access.
 - b. The system expects the title to be correct – e.g. ‘Miss’, ‘Mrs’ and ‘Ms’. If you cannot log in, please try with an alternative title.
 - c. If you are unsure what e-mail address is required, it will be the address this document was sent to.
 - d. If these do not resolve the problem please contact us.
3. Click ‘Login’.
4. We advise you select ‘Make bookings for myself’ as this allows you flexibility as to who you see and when.

Parents/Carers Login Here:
Fields marked with * are mandatory.

Mr

* Surname

E-Mail

Your email address is used to receive booking confirmations.

Enter Student Details Here:

* First Name

* Surname

Date of Birth*

Login

5. Please select a time and click ‘book’. You can leave a message for the teacher if you wish to discuss something specific.

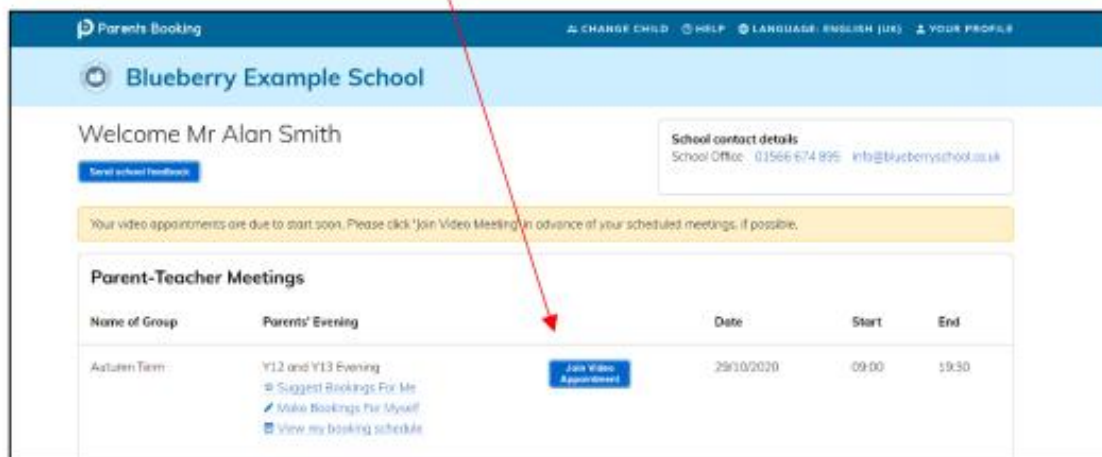
English 1	History 1	Mathematics 1	Media Studies 1	Other Social Stud... 2
Science 1				
English				
Mrs Chloe Anderson				
Time	Duration	Action	Status	
15:30	7 mins	Book	AVAILABLE	
15:37	7 mins	Book	AVAILABLE	
15:44	7 mins	Book	AVAILABLE	
15:51	7 mins	Book	AVAILABLE	
15:58	7 mins	Book	AVAILABLE	

Attending the appointment

Video Meeting Information for Parents

(There's also a video training video here: https://youtu.be/Tlfc_BAF1vg)

1. Login and make your appointments as normal
2. On the day of the parents' evening, login to Parents Booking just like before. This time there will be a "Join Video Meetings" button if **you are within 15mins of your first appointment**, which you need to click, to join your video meetings. These appointments will exactly match what has been pre-booked.

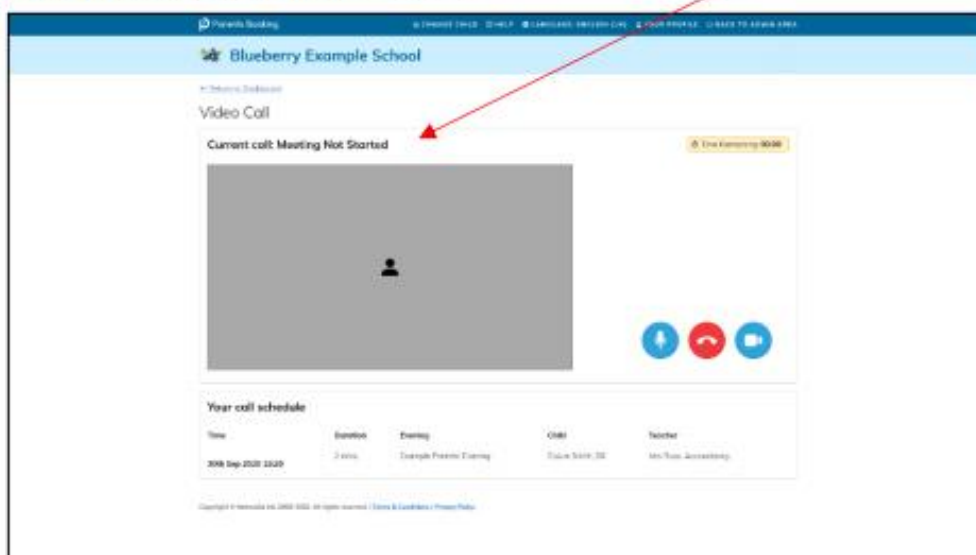


Participants must use a computer/device which has a webcam and microphone. We suggest also using Chrome on a PC/laptop and Android smartphone/tablets, and use Safari on an iPhone/iPad, however below is the official compatibility:

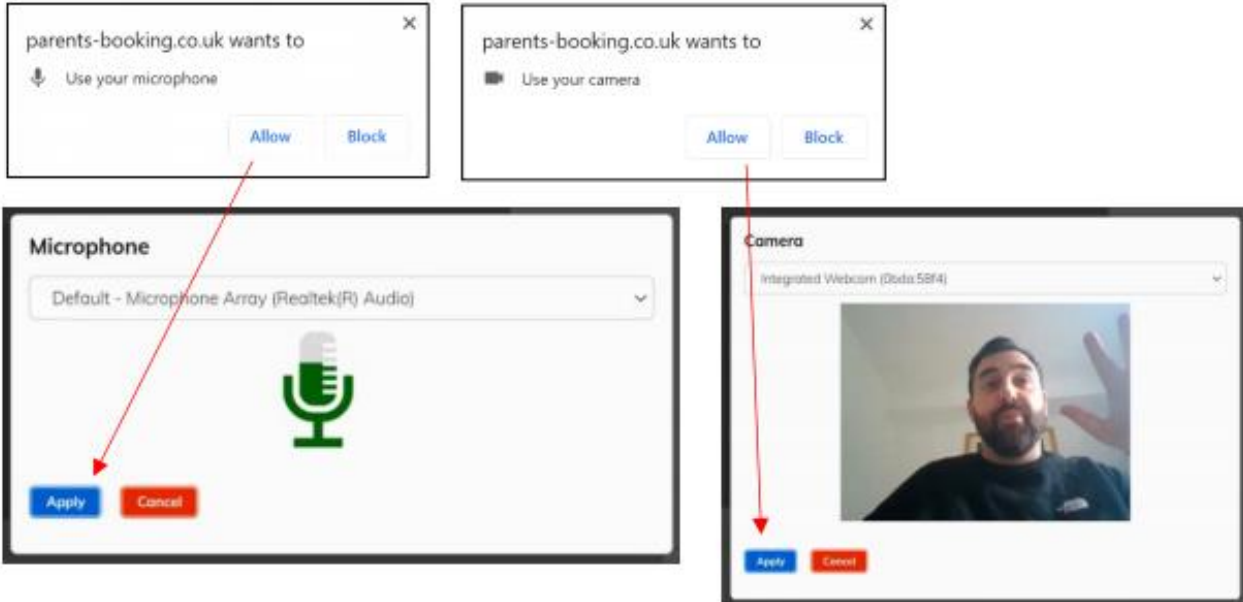
You must use one of the below device and internet browser combinations for the video meeting technology to work:

- **Apple iPhone/iPad (must be iOS 11+):** Safari
- **Android phone/tablet:** Chrome or Firefox
- **Linux computer:** Chrome or Firefox
- **Microsoft Surface:** Chrome or Firefox
- **Mac computer:** Safari (version 11+), Chrome or Firefox
- **Windows computer:** Chrome, Firefox or Edge (but only the new Edge Chromium, not the old Edge)

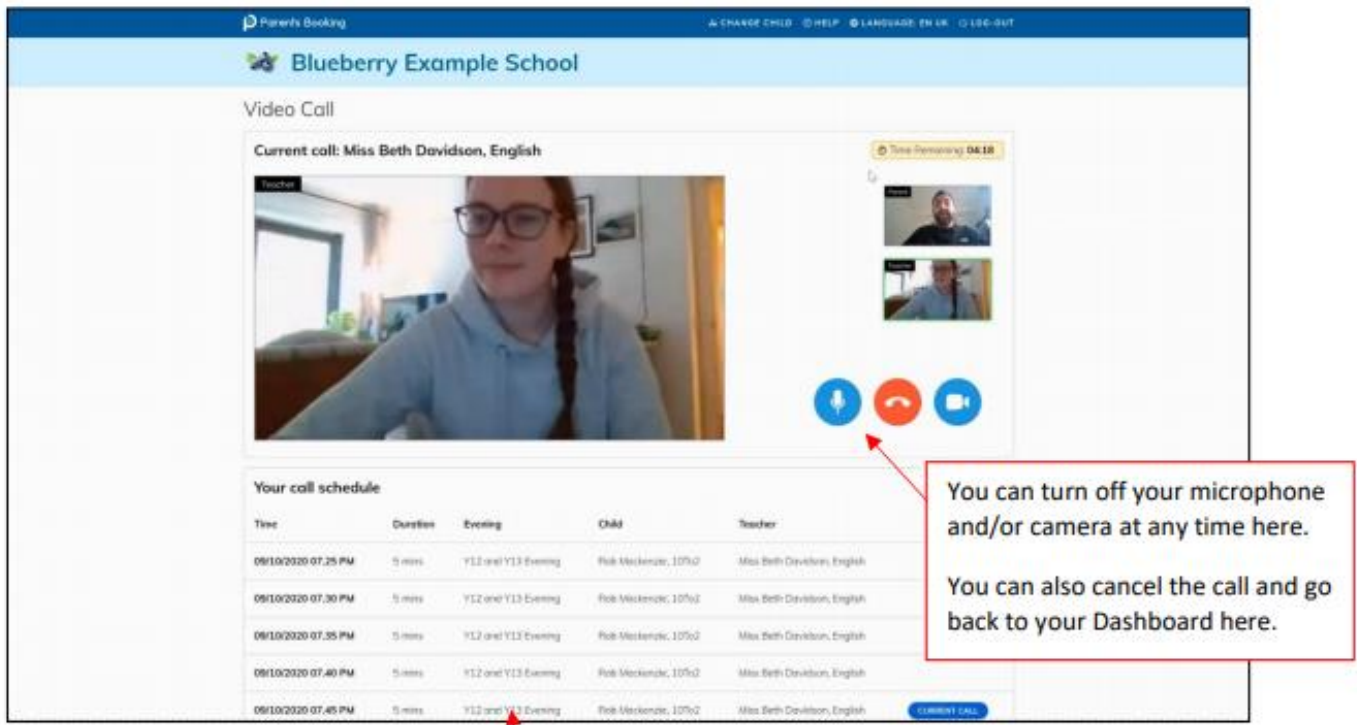
3. When you click "Join Video Meetings", you will be shown a "Meeting Not Started Yet" message, until the instant your appointment is due to begin.



4. When the time of your first appointment starts, and provided the teacher is also ready for the meeting, your meeting will start. Before you can talk, you will need to provide permission to your internet browser to use its microphone and webcam. You will be asked for permission by your internet browser, and then shown a 'pop-up' that asks which microphone, and then which webcam, you want to use. Press 'Allow' and 'Apply' for all of these. *Your browser should remember these settings, however Safari on iPad/iPhone does not seem to, and if you need to clear these choices and start again, clear your browser's cookies.*



5. Once you have provided permission to the microphone and webcam, your video meeting will start.



6. Appointments follow on automatically. Your schedule is shown at the bottom of the page. Once one appointment has finished the next will start instantly, and you do not need to change web page.