



**THE
BURGESS HILL
ACADEMY**

Our ref: LSI/MKR/ Year 11 Parent Consultation Evening

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Principal: Jon Francies

04 October 2021

Dear Parent/Carer

Year 11 Parents Evenings – 19th, 20th and 21st October

We are holding a Parents' Evening for parents/carers of students in Year 11 on Tuesday 19th, Wednesday 20th and Thursday 21st October. The purpose is to discuss your son's/daughter's work since the start of Year 11, as well as what they should be focusing on moving forward. We will explain which areas your son/daughter should focus on in their ongoing revision, as well as how we will be supporting them to achieve their very best as they prepare for their final exams.

We have introduced an easy to use online appointment booking system. This system allows you to choose your own teacher appointment times. **You will receive an email invitation to activate your account on Tuesday 12th October.** If you do not receive your invitation email, please contact the Academy.

The appointment system and invitation email goes live at **12pm, Tuesday 12th October.** Please note, appointments will be made on a first come first served basis and each appointment will be limited to five minutes.

Please see the guide on how to make appointments below.

If you do not have access to the internet or there is an issue logging in, then please contact office@theburgesshillacademy.org.uk and we will be happy to help or add appointments on your behalf.

We look forward to seeing you.

Kind Regards

Lizi Sparasci
Vice Principal

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How to book an appointment

Step 1 – Activation Email & Login

Use the link provided in your activation email. This will open your browser to <https://events.schoolbooking.com/>.

From here 'Activate' your account and setup a new password.

Saving your new password will take you directly to the Events Dashboard (Step2)

Step 2 – Select the Parent Meeting/Event

If you have children in other schools using the same system your events will be listed in order of school name.



Step 3 – Choose your how you plan to attend the Parent Meeting/Event

Use the dropdown to select the option that is best for you. Some of these choices may not be available for your event

Venue – in person at your school/education establishment

Telephone – the teacher will call you.

Video call – On-line video calls with the teacher.

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Example Parent Meeting

SKINNER DEMO SITE

Thu 10th Dec 5:00pm - 8:00pm

Year 7 Review. Please choose either Telephone or Video Call

< Event List

Email / Print Itinerary

Notification Center 0

How do you plan to attend the event?
If selecting phone please ensure you have an up-to-date phone number.

Video call (using this system)

Telephone call (we will call you)

Video call (using this system)

Step 4 – Choose the teachers/subjects and meeting times

Simply select the teacher/class you would like meet to view the available times, and book. If you have chosen the video calling option, you will see your unique Join Meeting links. You will need to return to this page on the day of your event to start your video calls.

Example Parent Meeting

SKINNER DEMO SITE

Thu 10th Dec 5:00pm - 8:00pm

Year 7 Review. Please choose either Telephone or Video Call

< Event List

Email / Print Itinerary

Notification Center 0

How do you plan to attend the event?
If selecting phone please ensure you have an up-to-date phone number.

Video call (using this system)

Your Bookings
Please select available slots from the lesson below.

Evening Thu 10th Dec, 5:00pm - 8:00pm

Whitemane, Mrs Maths Timmy Thompson Select 18 slots remain	Humphries, Mr English Bella Thompson 6:10pm - 6:18pm Booked Join Meeting > 10 slots remain	Humphries, Mr English Timmy Thompson 6:20pm - 6:28pm Booked Join Meeting > 10 slots remain
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Make sure you have booked a time for every teacher you want to see and then **print or email your itinerary** ready to bring with you on the day.

For Video calls, please return to <https://events.schoolbooking.com/> on the day of the Parent Meeting and use Join Meeting links at the appropriate time. When the teacher sees you are connected, they will join the meeting. For the best experience we recommend you use a PC or Mac (with speakers and microphone), or a mobile device such as a tablet (iOS or Android). You can use the Join Meeting links at any time to test your device settings.

You will also receive a reminder email with a copy your itinerary the day before your Parent Meeting.

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Example of Printed Itinerary



Itinerary for Year 10 Parent Evening

Skinner Demo Site

You have an upcoming booking for Year 10 Parent Evening at Skinner Demo Site.

Your itinerary is as follows

Time	Staff	Student	Class	Location
5:05pm - 5:10pm	Mr Murphy	Bella Thompson	7Sc Science	Computer Room - 30 PCs
5:15pm - 5:20pm	Mrs Whitemane	Timmy Thompson	7Ma Maths	CONFERENCE ROOM

[View your booking](#)