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Principal: Hilary Morawska

Year 11 Parent Consultations – Subject Teacher

Thursday 18th November 2021 - 4-7pm at The Hastings Academy

Dear Year 11 Parent/Carers

We are pleased to inform you of the arrangements for Year 11 Parent Consultation Evening with your child's subject teachers. Appointments take place on Thursday 18th November between 4-7pm at the Academy.

Parent consultations are an important event in our Academy calendar. Appointments will last for 5 minutes and will focus on your child's performance and progress, as well as their attitude to learning. It will also give an opportunity to discuss any support that needs to be put in place to help with their future progress. To give you an even clearer picture of your child's progress, Year 11 progress reports will also be made available on the evening.

We have recently introduced an easy to use online appointment booking system – SchoolBooking - allowing you to book in your own teacher appointment times. Full information and how to access SchoolBooking will be sent via an invitation email to your account on Friday 5th November at 3.30pm. Please note, appointments will be made on a first come first served basis so please do ensure you book as soon as you know your availability. When booking appointments allow a minimum of a 5 minute window between each appointment. Full instruction on accessing SchoolBooking are shown below.

If you do not have access to the internet, do not receive the invitation email or there is an issue logging in, then please contact the Academy office who will be happy to help or add appointments on your behalf – office@thehastingsacademy.org.uk – 01424 711950.

Thank you for your continued support.

Mr Luke Sadler

Assistant Principal







How to book an appointment

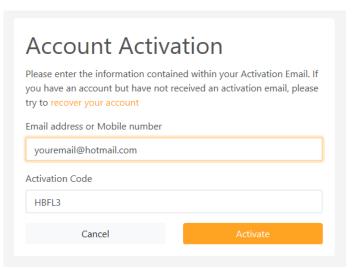


Step 1 - Activation Email & Login

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

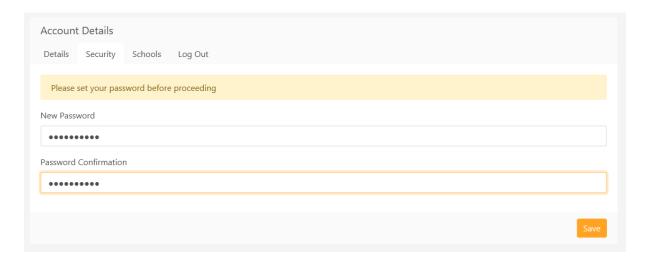
From here 'Activate' your account and setup a new password.

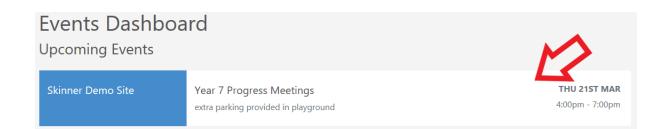
Saving your new password will take you directly to the Events Dashboard (Step2)



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.













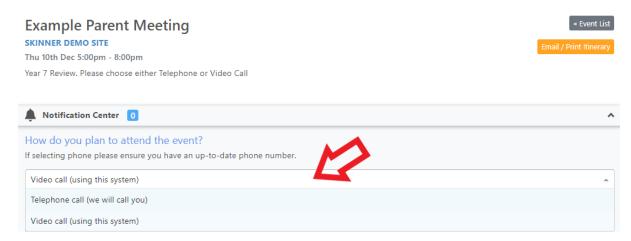
Step 3 - Choose your how you plan to attend the Parent Meeting/Event

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

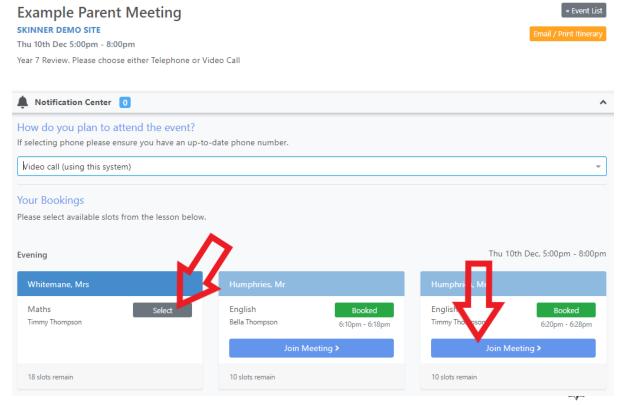
Telephone – the teacher will call you.

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



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.







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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.

Example of Printed Itinerary

