

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)

Account Activation

Please enter the information contained within your Activation Email. If you have an account but have not received an activation email, please try to [recover your account](#)

Email address or Mobile number

Activation Code

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.

Account Details

[Details](#) [Security](#) [Schools](#) [Log Out](#)

Please set your password before proceeding

New Password

Password Confirmation


Events Dashboard

Upcoming Events

Skinner Demo Site

Year 7 Progress Meetings

extra parking provided in playground



THU 21ST MAR
4:00pm - 7:00pm



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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.

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

Whitemane, Mrs

Maths

Timmy Thompson

Select

18 slots remain

Humphries, Mr

English

Bella Thompson

Booked

6:10pm - 6:18pm

Join Meeting >

10 slots remain

Humphries, Mr

English


Timmy Thompson


Booked

6:20pm - 6:28pm

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.

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	75c Science	Computer Room - 30 PCs
5:15pm - 5:20pm	Mrs Whitemane	Timmy Thompson	7Ma Maths	CONFERENCE ROOM

View your booking



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