

**Our Ref:** BB/cco/app

March 2020



Dear Parent/Guardian

## Year 8 Virtual Options Evening Appointments

We hope that you find the Options Evening presentation, the Options Booklet and subject presentations informative and helpful for you and your child when deciding preferences for their future subjects. If you have not yet watched the subject presentations they can be found on our school website under the 'Year 8 Options' tab.

If you still have further questions you are invited to make appointments for the Year 8 Virtual Options Evening on **Thursday, 25<sup>th</sup> March**, 17:00-19:30. These meetings will be made available to book online and will be delivered by video meeting rather than in-person at the school. ***It is important that you and your child watch the options evening presentation and all the subject presentations that are of interest, before making any option choices and before any appointments.***

Appointments will be available to book from Tuesday 16<sup>th</sup> March - Wednesday 24<sup>th</sup> March. To make your appointments please login at: <https://parents-booking.co.uk/oldburywells>

To login you will need to enter:

- Your first name and surname
- Your child's first name, surname and date of birth

The login details you enter must match those we have on record for you. You will need to use the legal student names to log in; preferred or shortened names will not work. A 'How to Guide' has been attached but if you do need any further assistance please do not hesitate to contact [claire.cowburn@oldburywells.com](mailto:claire.cowburn@oldburywells.com).

After you have made your appointments you can choose to print or e-mail a confirmation.

On the evening of your appointments, you need to again login to the website address above. Approximately 10 minutes 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).

## Internet Browser Compatibility

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

- Apple iPhone/iPad (iOS 11+): Safari
- Android phone/tablet: Chrome or Firefox
- Linux computer: Chrome or Firefox
- Microsoft Surface: Chrome or Firefox
- Mac computer: Safari, Chrome or Firefox
- Windows computer: Chrome, Firefox or Edge (Chromium)

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## Troubleshooting Tips

- If you are not able to login, please contact [claire.cowburn@oldburywells.com](mailto:claire.cowburn@oldburywells.com) or the main school office.
- 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 are unable to book appointments from home, please contact the school and we will try and assist where possible.

We hope you find all the Year 8 options information useful but if you do have any queries then please do not hesitate to contact us.

Yours faithfully



**Mr B. Brown**  
Assistant Headteacher

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**TRUST·ED**  
*Schools' Partnership*

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BRIDGNORTH SIXTH FORM

## Logging In and Booking Appointments Information for Parents

(There's also a logging in tutorial here: <https://youtu.be/3bASAxdeHMU>)

And a booking tutorial here: <https://youtu.be/Jtryg7Ar56w> )

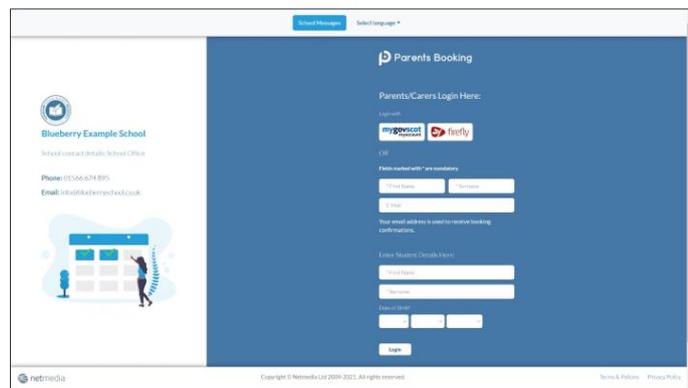
### How do I login?



1. The school will have sent you a website address to login with.

[www.parents-booking.co.uk/oldburywells](http://www.parents-booking.co.uk/oldburywells)

2. Next, login by completing the requested fields



### Dashboard



After logging in you will be shown any parents' evenings, events or clubs that are bookable.

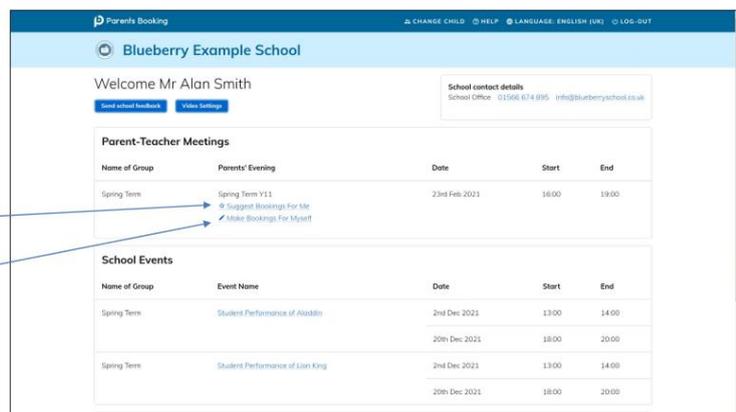
You now (usually) have the choice of two tools for making parents' evening appointments:

**Suggest Bookings for Me**

or

**Make Bookings for Myself**

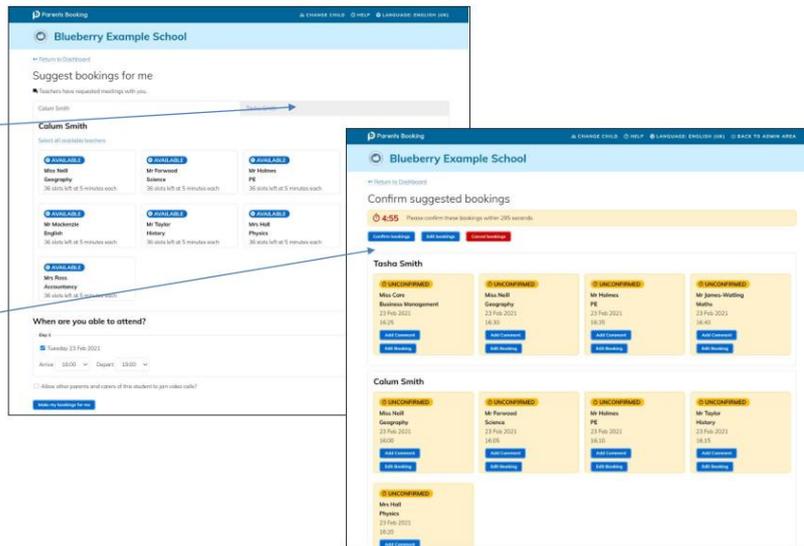
The instructions for both of these options are shown on the next few slides.



## Suggest Bookings for Me

Suggest Bookings for Me will let you choose the teachers you want to book (across multiple students, if applicable), and asks when you are available for appointments.

The system then calculates the most efficient order for your appointments, and you have 5mins to confirm (or adjust) these.



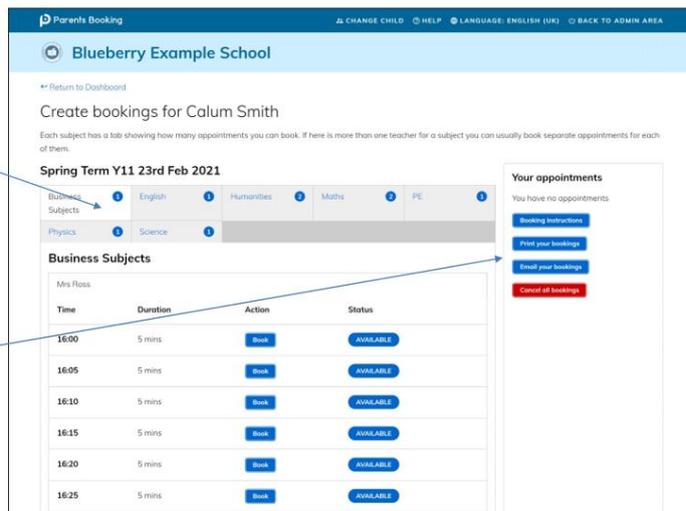
## Make Bookings for Myself

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

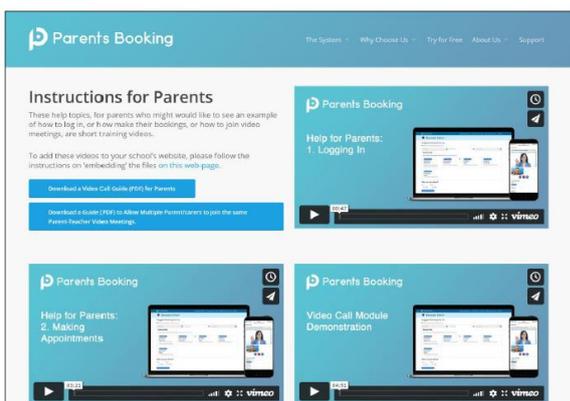
Simply repeat the process for each appointment you would like to make. You can also 'Modify' appointments you have made.

Once bookings have all been made you can print or e-mail an appointment confirmation.



## Help videos

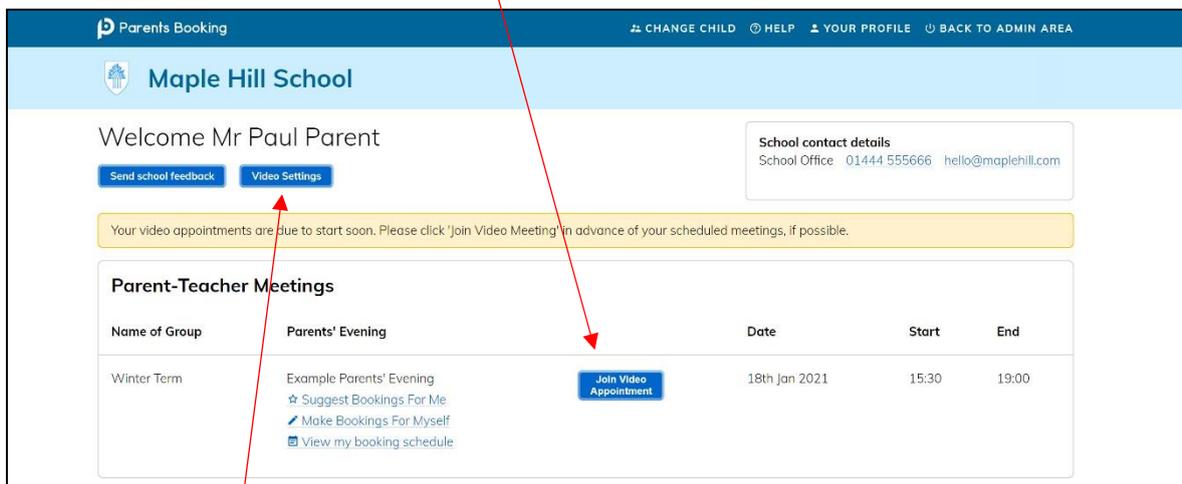
Help videos which explain how parents use the software are available on our Website, here: <https://parents-booking.com/support/instructions-for-parents/>



## Video Meeting Information for Parents

(There's also a video here: [https://youtu.be/TfC\\_BAF1yg](https://youtu.be/TfC_BAF1yg))

1. 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 10mins of your first appointment**, which you need to click, to join your video meetings. These appointments will exactly match what has been pre-booked.

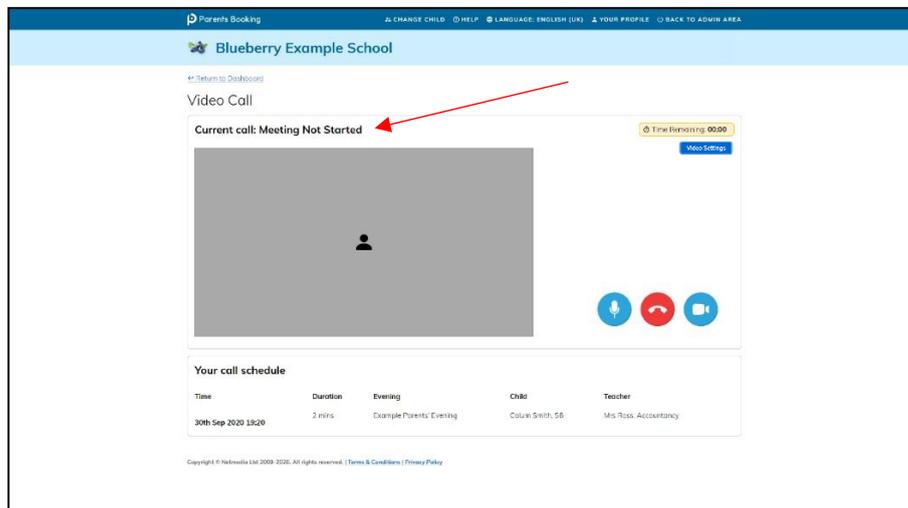


Participants must have a web cam and microphone, and can test these at any time in advance of the video meeting. We suggest also using Chrome on a PC/laptop/Android smartphone/tablets. We recommend using Safari on an iPhone/iPad. Below is the official browser and device compatibility:

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

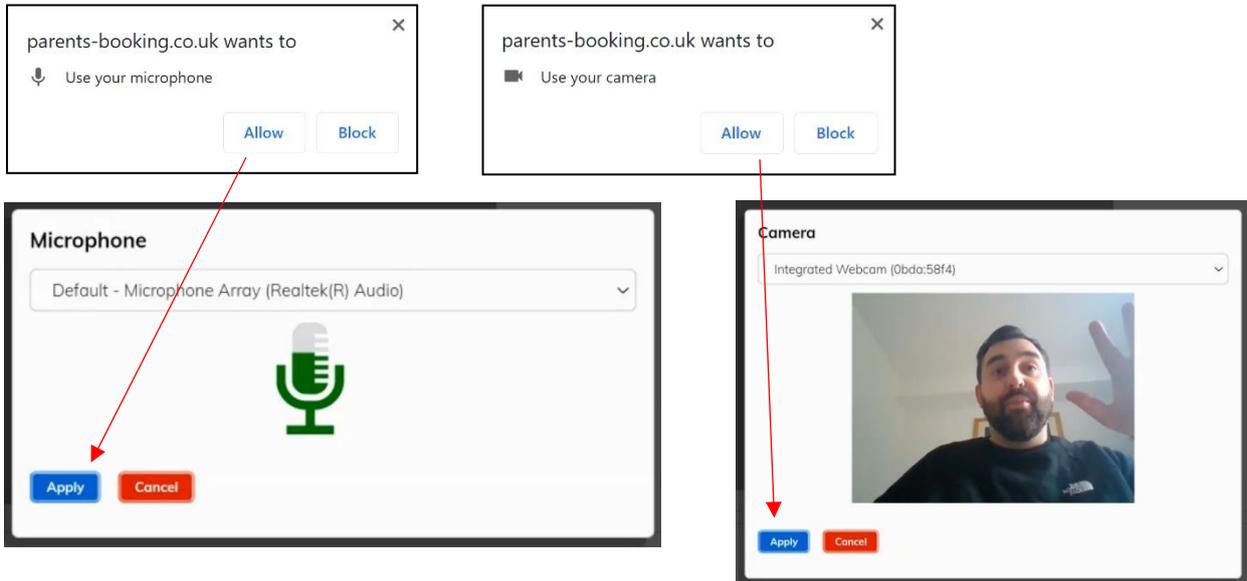
- **Apple iPhone/iPad (must be iOS 11+):** Safari (*New: Chrome looks to be supported with iOS 14.3*)
- **Android phone/tablet:** Chrome or Firefox
- **Linux computer:** Chrome or Firefox
- **Microsoft Surface:** Chrome or Firefox
- **Mac computer:** Safari (version 11+), Chrome or Firefox
- **Windows computer:** Chrome, Firefox or Edge (but only the new Edge Chromium, not the old Edge)

2. If you are early and click the "Join Video Appointment" button, you will be shown a "Meeting Not Started Yet" message, until the instant your appointment is due to begin.



3. 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.

*N.B#1: Your browser should remember these settings, however Safari on iPad/iPhone does not seem to. N.B#2: If you need to reset your hardware choices, click the 'Video Settings' button near the countdown timer.*



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

**Parents Booking** CHANGE CHILD HELP LANGUAGE: EN UK LOG-OUT

**Blueberry Example School**

Video Call

Current call: Miss Beth Davidson, English

Time Remaining: 04:18

Teacher

Parent

Teacher

Microphone, Camera, Video Settings

**Your call schedule**

Time	Duration	Evening	Child	Teacher
09/10/2020 07.25 PM	5 mins	Y12 and Y13 Evening	Rob Mackenzie, 10To2	Miss Beth Davidson, English
09/10/2020 07.30 PM	5 mins	Y12 and Y13 Evening	Rob Mackenzie, 10To2	Miss Beth Davidson, English
09/10/2020 07.35 PM	5 mins	Y12 and Y13 Evening	Rob Mackenzie, 10To2	Miss Beth Davidson, English
09/10/2020 07.40 PM	5 mins	Y12 and Y13 Evening	Rob Mackenzie, 10To2	Miss Beth Davidson, English
09/10/2020 07.45 PM	5 mins	Y12 and Y13 Evening	Rob Mackenzie, 10To2	Miss Beth Davidson, English

CURRENT CALL

You can turn off your microphone and/or camera at any time here.

You can also cancel the call and go back to your Dashboard here.

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.

**Troubleshooting:** "The user did not give permission to access your media"

This often means the internet browser is blocking access to the webcam. Look at your internet browser's web address bar and check if the video symbol is 'blocked'. If it is, unblock and refresh the web page.



### **Code of Conduct for Virtual Options Evenings**

As virtual options evenings are new to us, we thought it important to establish some ground rules so that all participants are following the same protocol which should ensure everyone's wellbeing.

- As in real life, your son/daughter is welcome and recommended to attend.
- Sessions are NOT to be recorded by Parents or pupils (on any device).
- During sessions, screen shots using the device or other devices are strictly NOT allowed.
- Both teachers and parents have the choice of using audio and/or video.
- Conversations should take place in appropriate rooms e.g. kitchen, lounge, study and not in a bedroom. Be conscious of background environments and others in the room.
- Videos may be muted for Parents if other distractions in the household become unsettled or cause a disruption.
- All participants should be appropriately attired as they would be for a real-life face to face meeting.
- Language must be professional and appropriate, including any family members in the background.
- Please note if you are late for the session, you can still join. Please bear in mind that sessions will finish exactly on time by the online system.
- Oldbury Wells School is often commended for the very positive, constructive relationships between staff and parents and it is important that this continues. Therefore, please note that in the extremely unlikely event of verbal abuse, staff will end the conversation and refer the matter to the Senior Leadership Team.