



8 January 2021

Dear Parent / Carer,

Reminder: Our A1 (first year) Parents' Evenings will take place on:

**Thursday 14 January and Wednesday 20 January.**

All appointments will take place via video call, using the Parents Evening online booking system, the **booking system is now live.**

### **Online Booking - Creating an Account**

Hopefully you have followed the instructions in my previous correspondence and have a parent evening online booking account already set-up to enable you to make appointments. The system can be accessed [HERE](#) from the parent/carer page on the website. **If you still need to create your account, please follow [this link](#)**

You will be asked to enter:

- your title / first name / surname
- your e-mail address
- the student's first name (this must be your young person's 'official' first name, as detailed on our Parent Advantage system, rather than any 'preferred' name)
- the student's surname
- the student's date of birth

Detailed screen shots and instructions are also available on the Parent/Carer website [HERE](#).

### **Making Appointments**

Once you have created your account and logged in, you will be able to make appointments. You can make separate appointments with individual teachers, or use the automated 'appointment wizard' to create the best sequence of availability with all your young person's teachers at once. Appointments are strictly 5 minutes long and will take place by video call. You can amend appointments, subject to availability, at any time before midday on the day of the Parents' Evening. If you have not made an appointment by midday on the day of the Parents' Evening, we may not be able to accommodate you. Please contact our Student Services Helpline, detailed below, for any late bookings or changes.

**Important Note:** There is usually high demand for appointments with teachers, so we ask that, where possible, one parent / carer creates an account and manages the appointment bookings, which, if you wish, you attend together. Students can also attend appointments with you if they would like to, but you will need to be sharing the same device. If this is likely to cause difficulties, please contact our Student Services Team, detailed below.

## **Students with Additional Learning Support (ALS)**

The Additional Learning Support team are not currently part of the online booking system. If your young person has Additional Learning Support, and you would like an appointment with one of their ALS teachers, please email Eleanor Humphrey on [e.humphrey@bhasvic.ac.uk](mailto:e.humphrey@bhasvic.ac.uk) to request an appointment.

## **Attending Appointments**

All appointments will be by video; please **do not visit the college site**. Full instructions can be accessed [here](#), and a short video demonstration can be viewed [here](#):

If you do not have access to a suitable internet connection or device, or have other needs which would make an online appointment difficult, please email [studentservices@bhasvic.ac.uk](mailto:studentservices@bhasvic.ac.uk) and we will try to arrange a phone appointment or e-mail exchange with the relevant teacher(s) as an alternative.

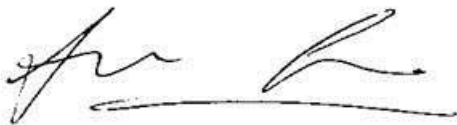
## **Support with Bookings**

If you have any technical problems with setting up your account or using the online booking system, please e-mail [cis@bhasvic.ac.uk](mailto:cis@bhasvic.ac.uk). Alternatively, if you need general advice or support in arranging or altering appointments, you can email [studentservices@bhasvic.ac.uk](mailto:studentservices@bhasvic.ac.uk)

Please make us aware of any specialist access or other requirements you may need by e-mailing [studentservices@bhasvic.ac.uk](mailto:studentservices@bhasvic.ac.uk) at least 48 hours in advance of the evening.

We hope that you will be able to attend the online consultations and that you find them useful and informative.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Alison Cousens', with a horizontal line underneath.

Alison Cousens  
Assistant Principal (Director of Student Services)