



Harrow Way Community School

Learning for life, success for all

Headteacher: Mr M Serridge, MA

☎ | SP10 3RH

hants.sch.uk

1264 364533

Dear Parent/Carer

On Thursday 23rd June, between 3:00pm and 7:30pm, our Year 7 Subject Parents' Evening (VIRTUAL) will give you the opportunity to discuss with teachers your child's progress in examination subjects.

Please note: this event will be held **ONLINE ONLY, as a video event.**

You will be able to join your child's subject teachers virtually online for timed 5-minute appointments, using either a computer with a microphone and webcam, or a smartphone. We would encourage your child to join the meeting as well, if possible, as this is often helpful in discussions with teachers.

The Parents' Evening will open for parent bookings at 4pm TODAY, Friday 10th June, and will remain open for bookings until 1:00pm on the day of the event.

This is a significant event in students' learning and we expect at least one parent or carer of each child to make appointments.

Where possible, you should book to see teachers of all listed subjects. If you are linked to Mrs Law, our SENCo, you are also invited to include her in your appointment schedule.

If any of your child's teachers are fully booked, please contact them via the School Office, to arrange to speak to them on a different date or to receive an email update. This is especially important if you have a concern about your child's progress in that subject.

To create appointments for our online Parents' Evening and to join the event itself [click here](#).

Once logged in, you can select "Suggest Bookings for Me". The website will then create a schedule of appointments for all available teachers, within your chosen timeslot. Alternatively, by selecting "Make Bookings for Myself", you can make teacher appointments individually.



To log in you will need:

Your Title and Surname, as notified to us

Your child's **preferred** first name and surname, as notified to us

Your child's date of birth

Joining the Video Parents' Evening:

To join the video parents evening, you will need to return to the parents-booking website and log in, just as you did to book. You can then “Join video appointment”, give permission for the website to access your camera and microphone and you will be connected with your next appointment at the scheduled time. A video demonstration of this process [is available](#).

Troubleshooting Tips - Please read before booking!

- If you have recently changed your title or surname, and have not informed us, you will need to log in with the details we have on record.
- To join the video parents' evening, you must use a computer with a webcam and microphone, or a smartphone. You must give the website permission to access your camera and microphone, although you can then hide your video and mute your microphone if you wish.
- The email address you enter is only used to confirm your appointment. If the system gives you an error when you log in, the email address will not be the problem.

Please contact the school if you have any queries or technical issues.

Kind regards

Mrs Jill Todd

Admin Support