

# PENAIR SCHOOL

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Registered Office Address:

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*April 2022*

## **Video Parent' Evening – Year 7**

Dear parent/carer,

You are invited to make appointments for the school's next parent-teacher meetings. These meetings will be booked online, and then held by video meeting rather than in-person at the school. Each appointment will be for a duration of **5 minutes**.

The Year 7 parent-teacher meetings are on **Wednesday 4 May 2022 between 3 and 7 pm**.

Appointments will be available to book from **now until Tuesday 3 May at 6 pm**.

To make your appointments please login at: <https://parents-booking.co.uk/penair>

### **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.

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

Two people in different locations can now access the evening. On the home page, there is a link 'Create Link to Share Meetings'. For separated parents who both wish to attend/have feedback for their child please take advantage of this. **We cannot accommodate duplicate appointments. Teaching staff have a limited number of slots on the evening, so to take two appointments would negatively impact on another child's access to feedback.**

On the day of your appointments, you need to re-login at the website address <https://parents-booking.co.uk/penair>. Shortly 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). You will need to ensure your camera and microphone are enabled. Please note whoever made the appointments needs to be the parent who signs in on the evening.

**Internet Browser Compatibility:**

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

**Apple iPhone/iPad:** 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)

**Troubleshooting Tips:**

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 at home, please contact the school office for help.

Yours sincerely

**Miss Bryony Dawson**

**Year 7 Personal Development Leader**