



10th January 2022

Online Video Parent Meetings

Dear Parent/Carer,

You are invited to make appointments for the S1 Parents' Evening. These meetings will be booked online, and then held by video meeting rather than in-person at the school.

The S1 Parents' Evening is on **Thursday 20th January 2022**. Each appointment is 5 minutes in length and a maximum of 7 appointments will be able to be made per student. There will be a 1 minute gap between each appointment.

To make your appointments:

- Bookings can be made without using Parent Portal; to make your appointments, please login to the Parents Booking login page using this link:
www.parents-booking.co.uk/dalzielhigh

PLEASE NOTE: You need to type this address into your website browser's 'address bar'. Do not try to 'Google' this website address or use a search engine as that will not work. This is a common mistake on phones and tablets especially.

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.

Help guides for booking appointments and how to prepare for your child's Parents' Evening can be found on the main page of our school website in the Parents Evening Booking section.

Appointments will be available to book from **7pm on Monday 10th January** until **1pm on Wednesday 19th January**.

Confirmation of your booked appointments:

After you have made your appointments you can choose to print or e-mail a confirmation of bookings. You will find this option within your Parents Booking screen.

Shareable Join Link - A specific feature of the video meetings is that two parents/carers can attend the same meeting from different locations. A Shareable Join Link is included within the email confirmation to allow parents/guardians to share the link with another person.

On the day of your appointments, you need to re-login at the website address above. 15 mins 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)

Troubleshooting Tips

- If you are unable login to book appointments, please contact nlhoustonk@northlan.org.uk
- 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.

Kind regards,
Mrs Jaclyn Martin
Acting Headteacher