

02 November 2021

Year 12 Video Parent Meetings

Dear Parent/Guardian,

You are invited to make appointments for parent-teacher meetings on **Tuesday 9th November**.

There will be two sessions: 14:00 – 16:00 and 16:30 – 19:30. These meetings will be booked online, and then held by video meeting rather than in person at College using the Parent Booking video meeting system.

These meetings will provide an opportunity to meet subject teachers, assess how your son/daughter has settled into their studies and ensure we are working collaboratively to improve progress.

To make your appointments, and then join the meetings on the day, please login at: <https://parents-booking.co.uk/solihull>

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 Arbor for you.

Appointments will be available to book from 18:00 on Thursday 4th November until 12:00 on Tuesday 9th November.

Meetings will last 8 minutes. Please note there may be restricted availability for some teachers and appointments will be allocated on a first come first served basis.

It is possible for another parent/guardian in a different location to join the meeting. You can find instructions of how to do that [here](#).

After you have made your appointments you can choose to print or e-mail a confirmation of your bookings. We recommend that you do one of these so you have a record of your bookings.

We have a series of helpful videos on our website to help you book and manage the meetings including:

- Logging in
- Making appointments
- Cancelling or rearranging appointments
- Making appointments for another child
- Emailing or printing appointments

You can find these videos, plus some detailed instructions for booking your appointments, on our website: <https://www.solihullsf.ac.uk/parents-evening-bookings/>

On the day of your appointments, you need to re-login at the Parents Booking website to join the meetings (you can find guidance on how to join the meetings [here](#)). You will not receive a reminder from the booking system so please log in in advance of your booked times.

Ten/fifteen 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).

We would like your son/daughter to also join you and ask that you find a quiet location for the meeting.

It is really important that you use the correct internet browser for the meetings for the technology to work using a device with a webcam and microphone. You must use one of the below device and internet browser combinations in order for the appointments 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)

If you are unable to book at home, please contact Reception for help.

Kind regards

Assistant Principals