

Solihull Sixth Form College
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13 May 2022

Year 12 Video Parent Meetings

Dear Parent/Guardian,

You are invited to make appointments for parent-teacher meetings on **Thursday 26th May**.

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.

You will have the opportunity to meet subject teachers, review Progression Exam performance or progress in BTEC/CACHE programmes. Outcomes also form the basis of predicted grades for university, apprenticeship or job applications.

We recommend you view the Arbor parent portal website (<https://login.arbor.sc/>) prior to the evening to see current information. If you have not previously logged in, your username is the email address that this letter has been sent to and you can select 'forgot your password?' to generate a login.

Appointments will be available to book from 18:00 on Monday 16th May until 12:00 on Thursday 26th May.

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

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.

Please read the guidance overleaf for booking and joining the meetings on Parent Booking. It is essential that you use the correct device settings to join the meetings. If you are unable to book at home, please contact Reception for help.

Kind regards

Assistant Principals

Logging in and Booking Meetings

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.

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](#).

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.solihullsfca.ac.uk/parents-evening-bookings/>

The language of the main text on the college website can be changed by selecting the preferred language in the top right-hand box on any page.

Joining Meetings

On the day of your appointments, you need to re-login at the Parent 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).

Device Settings for Joining Meetings

It is essential that you use the correct internet browser for the meetings for the technology to work using a device with a webcam and microphone – please give the system access to these when prompted. You must use one of the below device and internet browser combinations in order to join the meetings:

- **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)