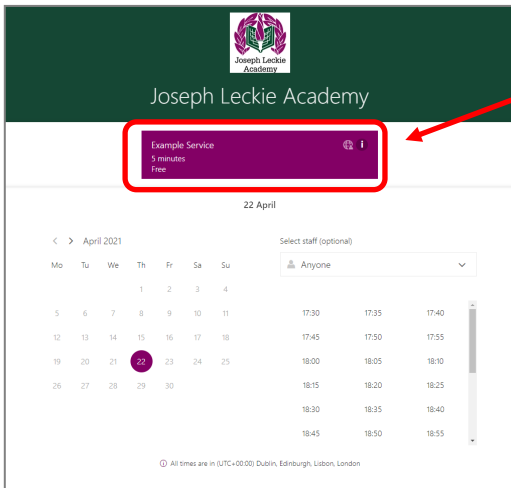




Booking your Parent Consultation Appointment using Microsoft Bookings

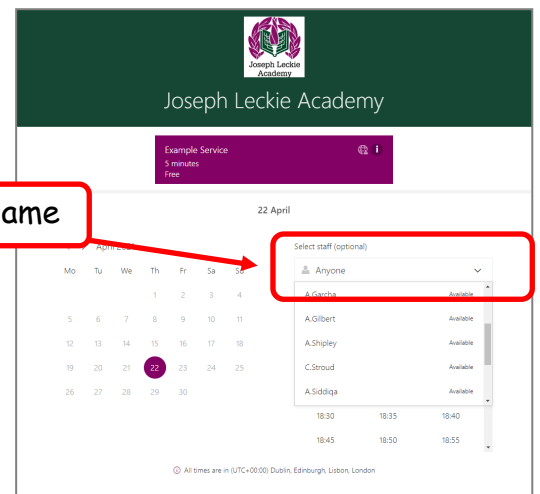
To ensure that parents/carers access as many appointments as possible, we are using Microsoft Bookings to make Parent Consultation Evening appointments.

1. Click [here](#) to access the bookings page. You will see



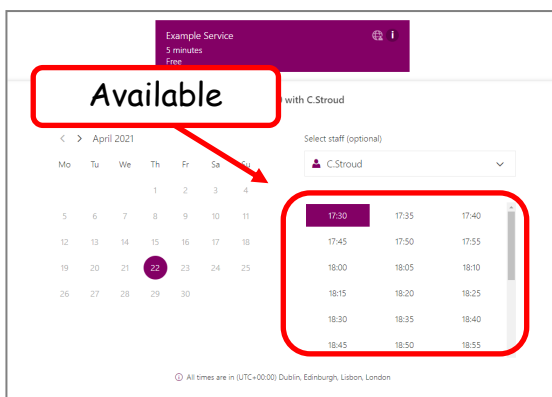
Event (Name, date and description)

2. Select the event you would like to book for, the date will be automatically selected.



Teachers Name

3. Select the teacher you would like to book with.



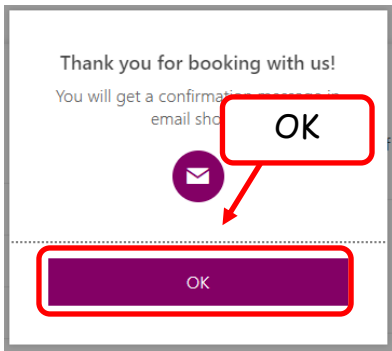
Available

4. Click on a time to select it.

Please ensure that you do not book yourself with more than one teacher for a time slot.

5. Enter your full name, your email address (please **do not** use your child's Academy email address), your child's full name, form group and your relationship to the child. Also, if you have any special requests, please add them in the 'Notes'.

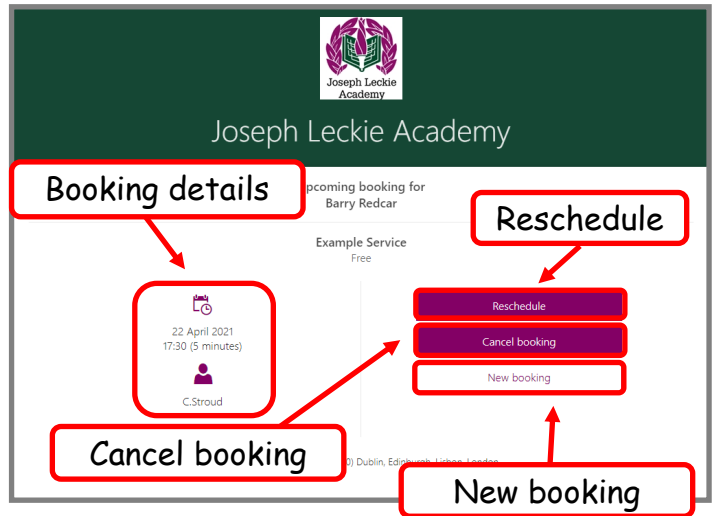
When you are ready to book, check the box to confirm that 1. you are the parent/carer or have been given permission by the students parent/carer to attend on their behalf. 2. You will not video record, voice record, photograph, screen-shot, or share any part of a virtual parent consultation. 3. You understand that we will be processing your data in accordance with the Academy's Data Protection Policies and click 'Book'.



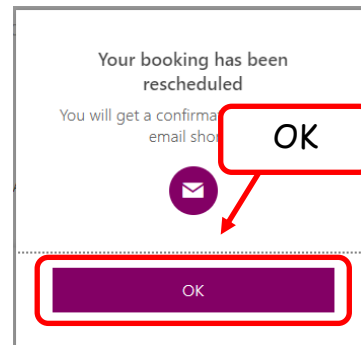
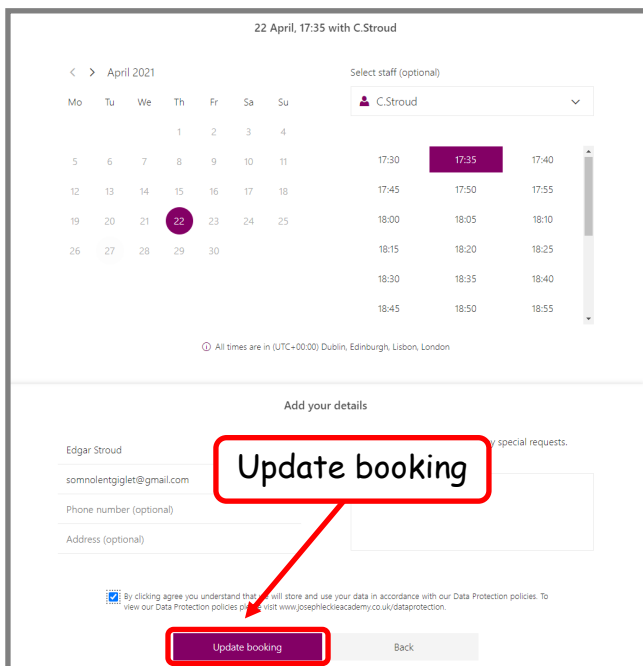
6. You'll see a pop up confirming your booking and letting you know that you will receive a confirmation email. Click 'OK' to close the pop up.

7. You'll then be directed to the 'Upcoming booking' page, this contains the booking details and an option to reschedule or cancel the booking or make a new booking.

If you are happy with the booking, click 'New booking' and make your next appointment, or close the window if you are finished.



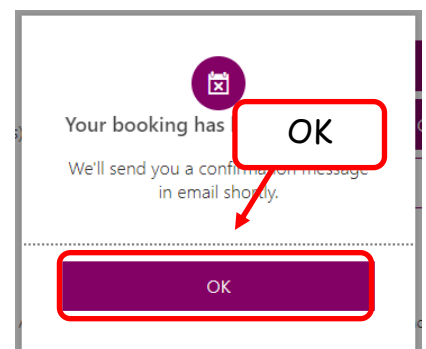
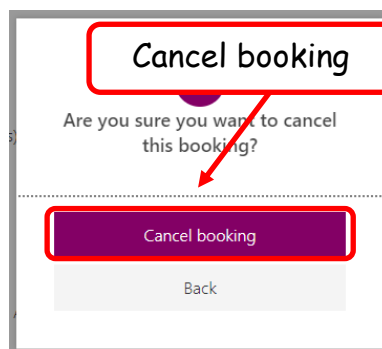
8. To reschedule, click 'Reschedule' and you will be returned to the bookings page. Select a new time and click 'Update booking'



You'll see a pop up confirming your booking has been rescheduled and letting you know that you will receive a confirmation email. Click 'OK' to close the pop up.

9. To cancel the booking, click 'Cancel' and the following will pop up. Click 'Cancel booking' to confirm your cancellation.

You'll see a pop up confirming your booking has been cancelled and letting you know that you will receive a confirmation email. Click 'OK' to close the pop up.



10. For each booking you will receive a confirmation email. There is a form on the Parent Consultation Evening webpage that you can print and list your appointments on.