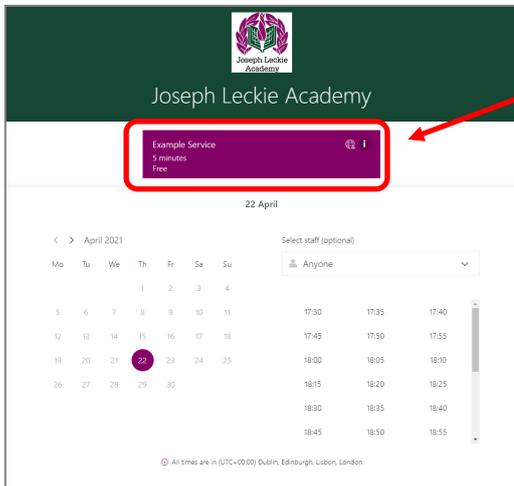




Booking your Parent Consultation Appointment using Microsoft Bookings

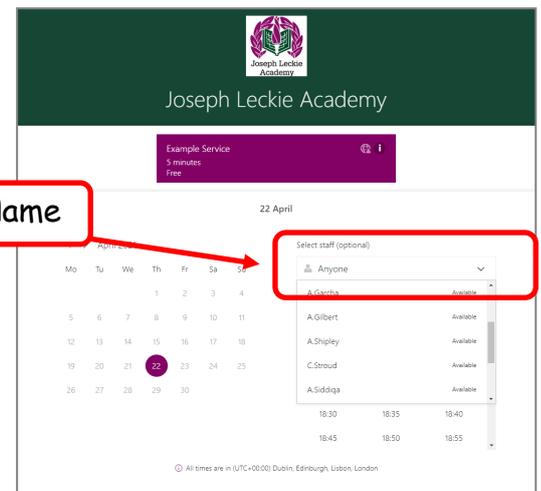
To ensure the safety of parents and staff during the COVID-19 pandemic, rather than face to face Parent Consultations, the Academy will be using Microsoft Teams to facilitate virtual meetings.

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



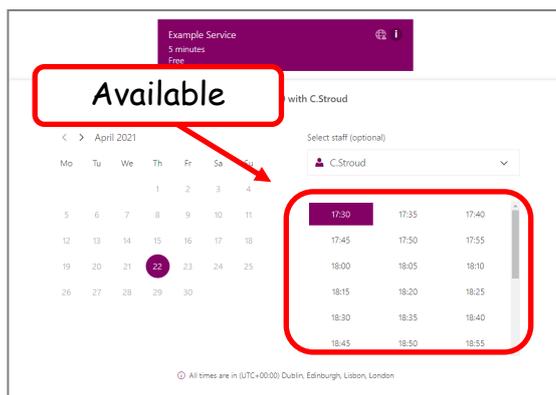
Event (Name, date and description)

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.



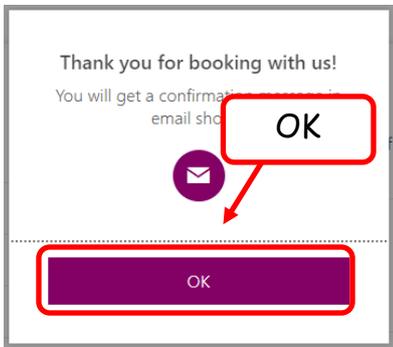
Available

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'.

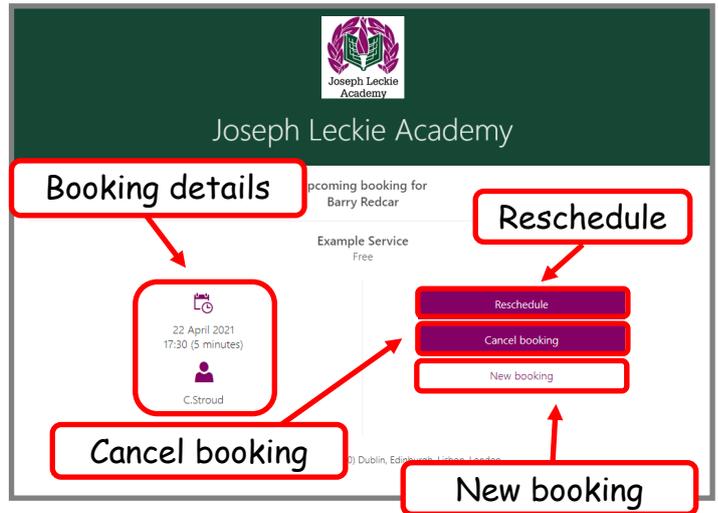
When you are ready to book, check the box to confirm that 1. You are the parent/carer or have been given permission by the students parent/carer to attend on their behalf. 2. You will not video record, voice record, photograph, screen-shot, or share any part of a virtual parent consultation. 3. You understand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



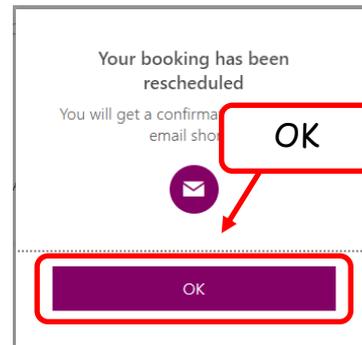
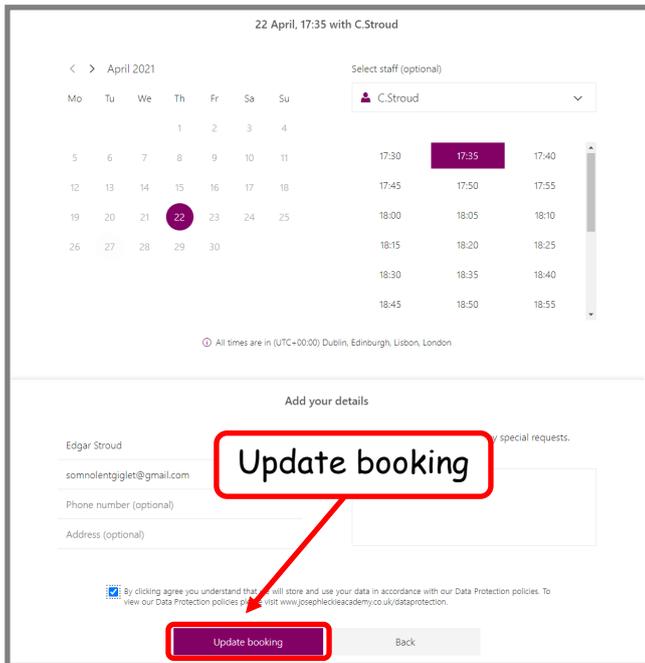
6. You'll see a pop up confirming your booking and letting you know that you will receive a confirmation email. Click 'OK' to close the pop up.

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.



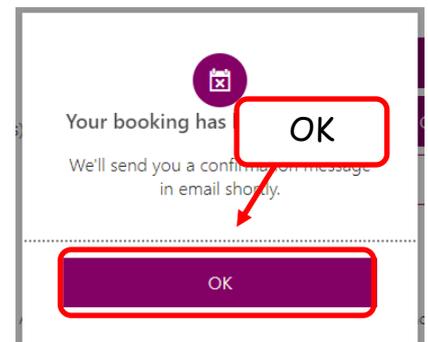
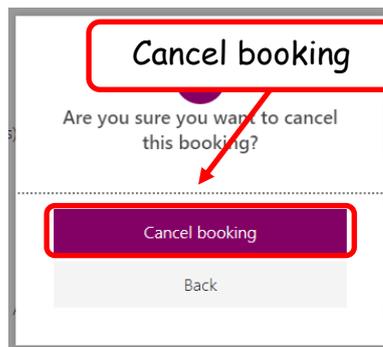
8. To reschedule, click 'Reschedule' and you will be returned to the bookings page. Select a new time and click 'Update booking'

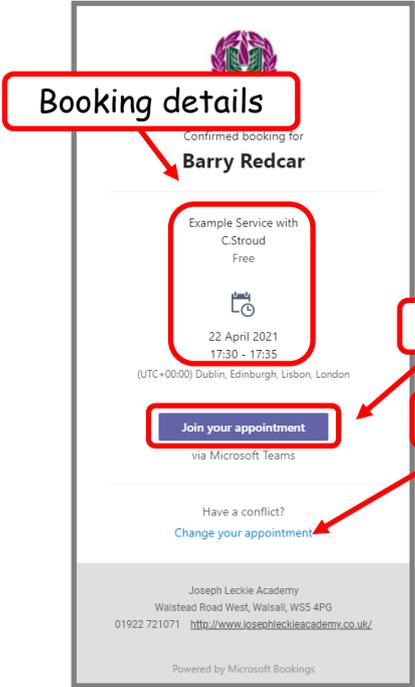


You'll see a pop up confirming your booking has been rescheduled and letting you know that you will receive a confirmation email. Click 'OK' to close the pop up.

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 with a 'Join your appointment' button. You can also chose to manage your booking from the confirmation email, just click 'Change your appointment' and you will be redirected to the 'Upcoming booking' page.

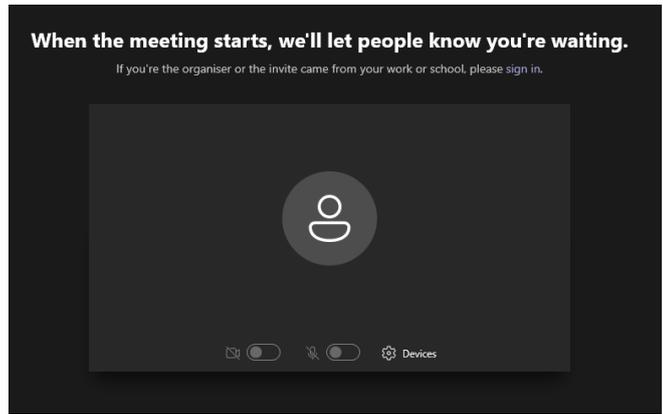
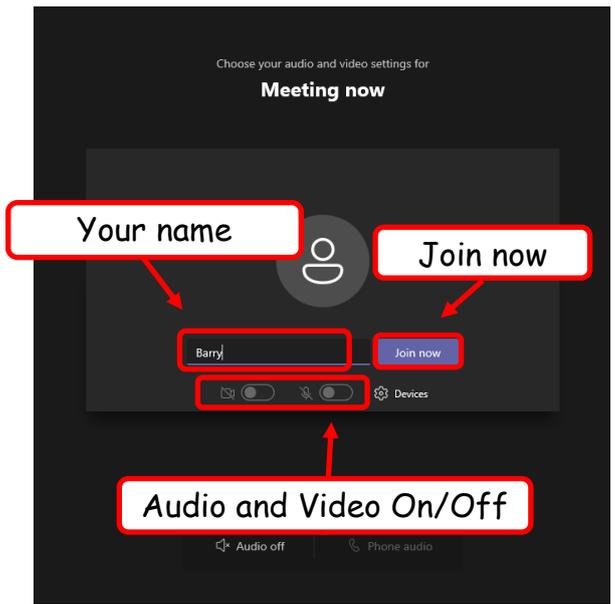
Join your appointment

Change your appointment

Don't delete this email, as you will need the link to join your appointment. You will receive a separate email for each booking, you will need to use the 'Join meeting' link contained in that email to access that booking.

If you are accessing the meeting from a desktop computer or laptop. If you are using a mobile device (smart phone or tablet) please skip to step 13.

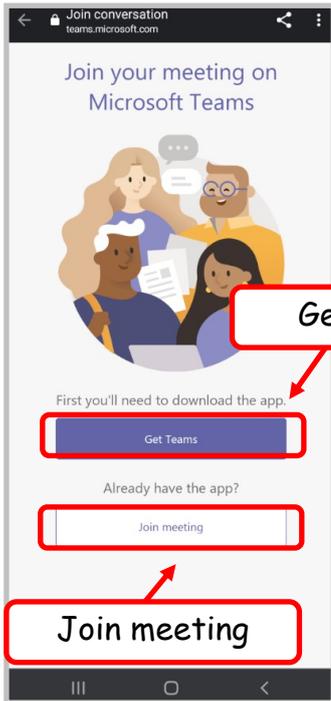
11. To join your appointment, click the 'Join your appointment' button in your confirmation email and Teams will open in your browser. So that you have time to enter your name, if possible, do this a minute or two before your appointment is due to start. Enter your name, select your audio and video options and click 'Join now'.



12. You'll be admitted into the meeting lobby and the member of staff will be notified that you are waiting. Staff will endeavour to start meetings on time, but, this may not be always be possible. Please join the meeting and the member of staff will be with you as soon as possible. Thank you in advance for your patience.

If you are accessing the meeting from a mobile device (smart phone or tablet)

If you are using a desktop computer or laptop please go back to step 11.



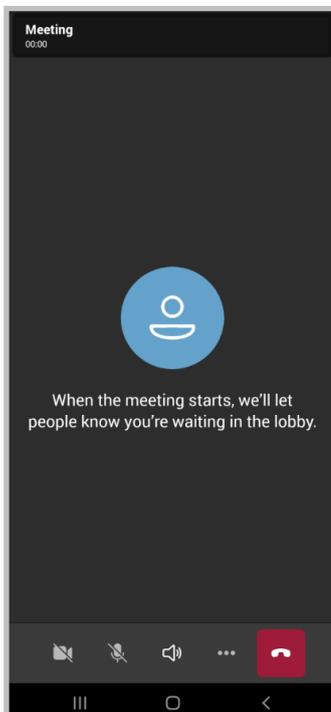
13. If you do not already have the Teams app you will need to download and install it to your mobile device. Click the images below to go to the app pages in the Android/iOS stores.



14. To join your appointment, click the 'Join your appointment' button in your confirmation email and then 'Join meeting'. If you don't have the app click 'Get Teams'.

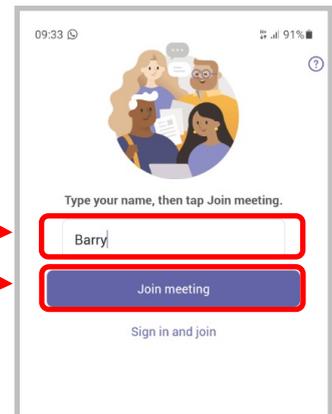
If possible, do this a minute or two before your appointment is due to start.

15. The app will open and you'll be asked to enter your name. To join the meeting, enter your name and click 'Join meeting'.



Your name

Join meeting



16. You'll be admitted into the meeting lobby and the member of staff will be notified that you are waiting.

Staff will endeavour to start meetings on time, but, this may not be always be possible.

Please join the meeting and the member of staff will be with you as soon as possible. Thank you in advance for your patience.

At the end of your appointment (desktop, laptop and mobile devices)



17. When the appointment is over click the red 'Leave meeting' button.

18. If you have further bookings, go to the confirmation email for your other booking(s) and click the 'Join your appointment' button to join your next appointment.