

5th November 2020

S2 – S6 Parent/Carer Meet the Tutor Teacher Video Meetings
Thursday 19th November 4.00 - 6.00 pm

Dear Parent / Carer,

On Thursday 19th November from 4.00 - 6.00 pm we will be hosting the S2 – S6 Parent/Carer Meet the Tutor Teacher video meeting for pupils in S2 – S6. Due to current COVID-19 restrictions we are unable to have our usual parent evening events, so we have organised for these video meetings to take place instead.

From **midnight on Monday 9th November**, you are invited to make appointments online. To make your appointments please login at: <https://parents-booking.co.uk/cedarbankschool>

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.

Appointments will be available to book from **midnight on Monday 9th November** until **midday on Thursday 19th November**.

After you have made your appointment you can choose to print or e-mail a confirmation.

On the day of your appointment, you need to re-login at the website address above. Ten minutes before your appointment is due to begin you will be able to join the video meeting room, where you can wait for your appointment. Your meeting with the Tutor Teacher will last for no more than 15 minutes for pupils in S2/3 and 20 minutes for pupils in S4/5/6.

Internet Browser Compatibility:

You must use one of the below device 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)

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Troubleshooting Tips

- If you cannot login please contact the school office and ask for **Mr McLean**.
- 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.

If you are unable to book at home, please contact the school office and ask for **Mr McLean** who will be able to assist you in making an appointment.

Kind regards,

Ms A O'Hagan
Head Teacher



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