

Dear Parent/Carer

You are invited to make appointments for the Summer Term 2021 parent-teacher meetings. These meetings can be booked online from **Monday 14<sup>th</sup> June** and then held by video meeting rather than in-person at the college. The virtual meetings are on **Wednesday 23<sup>rd</sup> June** and **Wednesday 30<sup>th</sup> June** from 3.45 pm to 7.00 pm

**Psychology Students:**

It can be difficult to make appointments for every student on these evenings. Please consider whether you urgently need to speak to this subject teacher. If there are any concerns regarding your child's progress, if an appointment is not made, the teacher will get in touch with you via email.

To make your appointments please login at: <https://parents-booking.co.uk/meltonvale> 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 **both** of you. i.e 'known as' name rather than legal name.

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

On the day you need to log back in to the above website approximately 10 minutes prior to your appointments to enable you to join the video meeting room, where you can wait to speak to your child's subject teachers.

**Internet Browser Compatibility:**

You must use one of the device and internet browser combinations below 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)

**Troubleshooting Tips**

- If you cannot login please contact the college reception on 01664 504750 for support.
- 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 college for help.

Kind regards



Kirstie Johnson  
Head of College