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09 November 2022

**Parent/Teacher Meeting - Online Appointment Booking for Monday 21<sup>st</sup> November to Thursday 24<sup>th</sup> November 2022 for Primary 1 to Primary 7 pupils.**

Dear Parents/Guardians,

I would like to invite you to attend our Parent/Teacher meetings which are taking place from Monday 21<sup>st</sup> November to Thursday 24<sup>th</sup> November 2022 using online video calls for pupils in Primary 1 to Primary 7. Nursery pupils have already had their face to face meetings.

Last year the school introduced a new intuitive and easy to use online appointment booking system. Feedback confirmed that this was an improvement on our previous system and as a result we will be utilising the online video call appointment system this academic year.

The online video call system allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from 10<sup>th</sup> November 2022 at 7.00pm and will close on 20<sup>th</sup> November 2022 at 12 midnight. Appointments will last for 14 minutes followed by a 1 minute interval. Should you wish to make any changes after this date please contact the school office.

For privacy reasons, screen shots, photographs or recordings of the meeting are not permitted in any form in line with the school's Acceptable User Policy (AUP). Any breach of this will be taken seriously.

Please visit <https://windmillips.schoolcloud.co.uk> to book your appointments. It would probably be a good idea to add this to your favourites so that it is easily accessed. (A short guide on how to add appointments is included with this letter.)

Login with the following information:

- Your own name and email address
- Your child's first (chosen) name, surname and date of birth.

When booking your child's appointment, please remember to select **video calls for children in Primary 1 to Primary 7 ONLY**.

If you have any difficulties in making appointments please send a message to school via the Communication Slip which you will find within the Parents Area of the Windmillips app.

The following links bring you to the most useful guides to assist you with the scheduling of appointments and attending the appointments

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

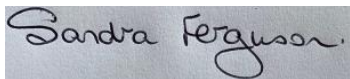
<https://support.parentseveningsystem.co.uk/article/862-video-appointments-parents-how-to-invite-another-parent-guardian-to-join-your-appointments>

In case of difficulty with the camera or microphone the following trouble shooting guide should be useful:

<https://support.parentseveningsystem.co.uk/article/807-video-troubleshooting-camera-and-microphone-access>

When logged into the system on the day of the Parents /Teachers Meeting you need to click the join button to start each appointment.

Yours sincerely

A rectangular box containing a handwritten signature in black ink that reads "Sandra Ferguson".

Mrs Sandra Ferguson  
Principal