

Ref: DLJ/TC  
29<sup>th</sup> January 2021

Dear Parent/Carer

You may be aware that our Sixth Form Parents Evening is scheduled for Thursday 11<sup>th</sup> February between 4pm and 7pm which will still be going ahead, through the same booking system that we have used before. However, for this event, we will be using the new video capabilities to allow you to book a virtual appointment with your child's teacher.

Below, you will find links to two videos to walk you through the process of booking appointments and a demonstration of the virtual parents evening system.

**How to login and book an appointment** - <https://youtu.be/akewlenOuRY>

**Virtual Parents Eve demonstration**- <https://youtu.be/0VtJGfg9c-w>

Further instructions for this can be found below:

**1. You will need:**

A computer/laptop, tablet or phone with an up-to-date internet browser (for example Google Chrome, Apple Safari) with a camera and microphone capability

**2. Please go to our website ([www.scacademy.co.uk](http://www.scacademy.co.uk)), navigate to the Parents section and use the 'Parents Evening Booking System' link. You will then need:**

- Your title and surname (*these must match those we have on record for you*)
- Your child's first name, surname and date of birth
- Login to see which appointments are available and select one that is convenient for you.

The system is now live and will remain open to take your bookings until **midday on Thursday 11<sup>th</sup> February**

Once you have logged in, you will see the subjects your child studies and the time slots available for the teacher. Simply click on your choice and confirm the selection.

**Troubleshooting Tips - please read before booking!**

- To login you need to enter the details we have on record for you and your child. If you have recently changed your title or surname, for example, and not informed us, we will be expecting you to login with the details we have on record

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- The email address you enter is only used to receive a confirmation of your appointment. If the system gives you an error when you login, it will not be the email address that is the problem
- If you have several children to make bookings for, use the 'Change Child' button on the blue bar (above the school's name) in the very top left corner of the Parent's Booking Page to swap between your children. *This does not apply to the Booking Wizard, where your children are tabbed above the teacher names*

We hope that this service will be beneficial and time saving. If you have any issues booking an appointment, please call Main Reception for assistance on 01922 685777

Yours sincerely



Mr D Lloyd-Jones  
Assistant Principal