

 **Meden School**
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Head Teacher
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26 September 2023

Dear Parent/Carer,

Yr.7 Tutor Information Evening

As we come to the middle of your child's first half term at Meden School we want to share how well they have settled into life at our school. On Thursday 5th October we are running a Tutor Information Evening from 4-7pm. The appointments will be in school and will give you an opportunity to meet your child's Form Tutor. This will give tutors an opportunity to discuss Attitude to Learning (ATL), attendance this year and engagement in lessons during the first half term. The tutor will also be able to answer any other questions you may have about your child's year so far at Meden School.

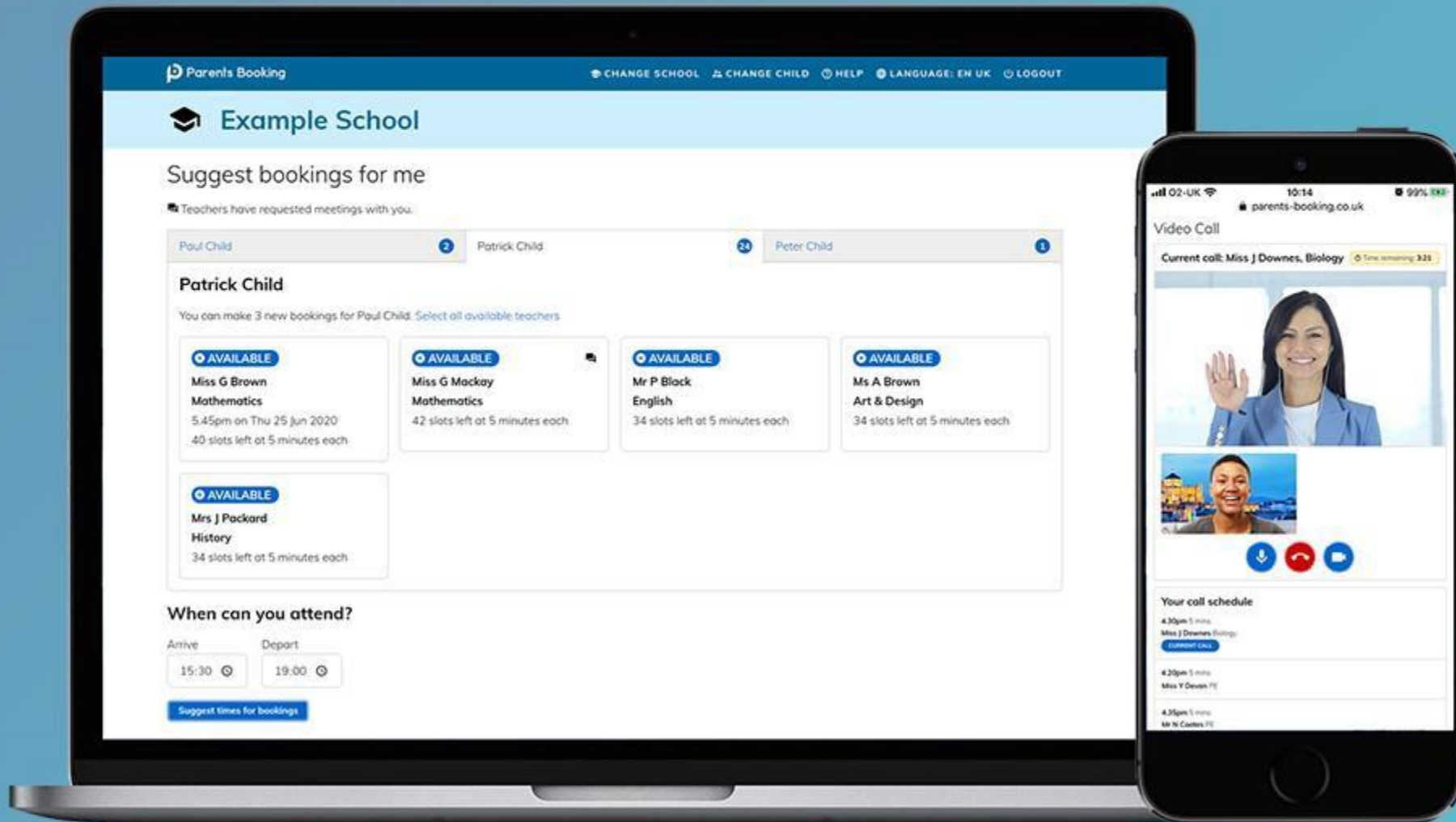
You can book an appointment online using [Parentsbooking](#). There is a guide attached to this letter to help with this. Full instructions on how to use the portal can also be found on the school website by clicking [this link](#).

The app is very easy to use and can be used on any device, whether it is a mobile phone or a laptop. You should go to <https://parents-booking.co.uk/login.jsp> where you will be asked to type in the **school name** in the Parents section. You will then be asked to complete **your details** – your name (email address is optional). You will then be asked to input **your child's details**. All details must match what we have on our system so if you are having difficulties then please contact office@medenschool.co.uk and we will help where we can.

We look forward to seeing you on the 5^h October and sharing all the positive things your child has accomplished so far at Meden.

Kind regards,

David Penman
Assistant Headteacher Behaviour and Standards



How do I login?

1. The school will have sent you a website address to login with.
2. Next, login by completing the requested fields

School Messages Select language ▼

Parents Booking

Parents/Carers Login Here:

Login with

mygovscot myaccount firefly

OR

Fields marked with * are mandatory.

* First Name * Surname

E-Mail

Your email address is used to receive booking confirmations.

Enter Student Details Here:

* First Name

* Surname

Date of Birth*

▼ ▼ ▼

Login

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After logging in you will be shown any parents' evenings, events or clubs that are bookable.

You now (usually) have the choice of two tools for making parents' evening appointments:

Suggest Bookings for Me

or

Make Bookings for Myself

The instructions for both of these

Parents Booking

CHANGE CHILD HELP LANGUAGE: ENGLISH (UK) LOG-OUT

Blueberry Example School

Welcome Mr Alan Smith

Send school feedback Video Settings

School contact details
School Office 01566 674 895 info@blueberryschool.co.uk

Parent-Teacher Meetings

Name of Group	Parents' Evening	Date	Start	End
Spring Term	Spring Term Y11 Suggest Bookings For Me Make Bookings For Myself	23rd Feb 2021	16:00	19:00

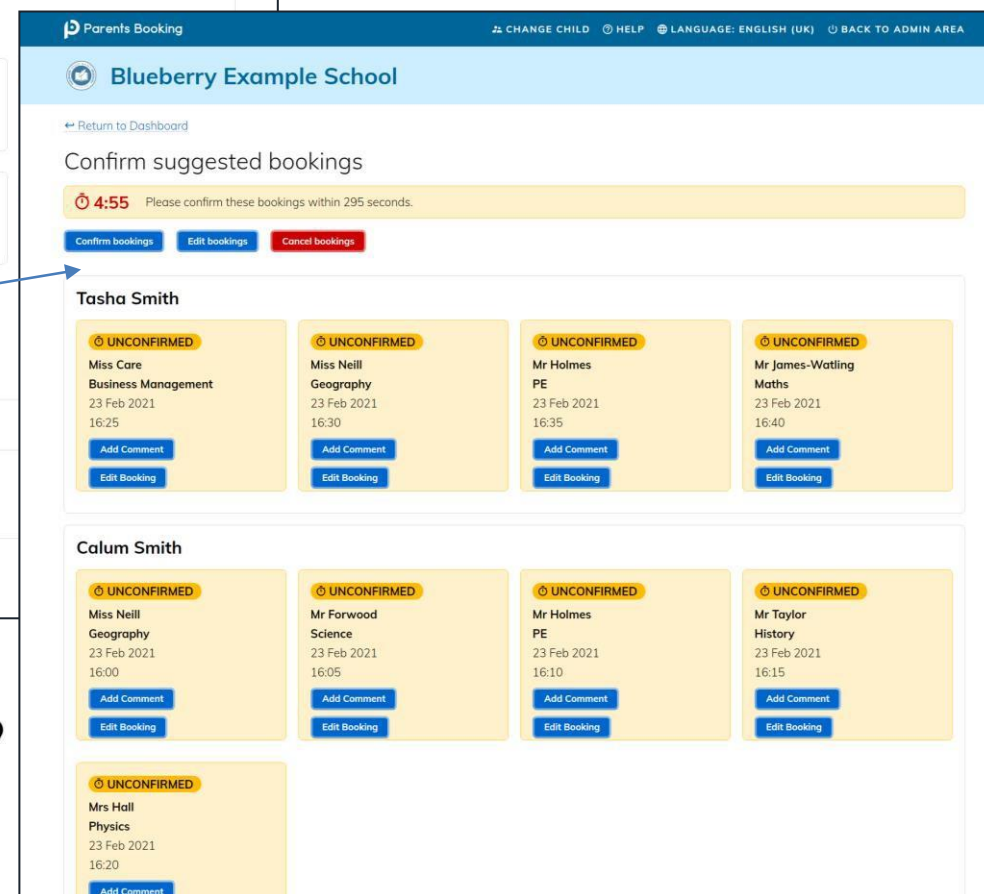
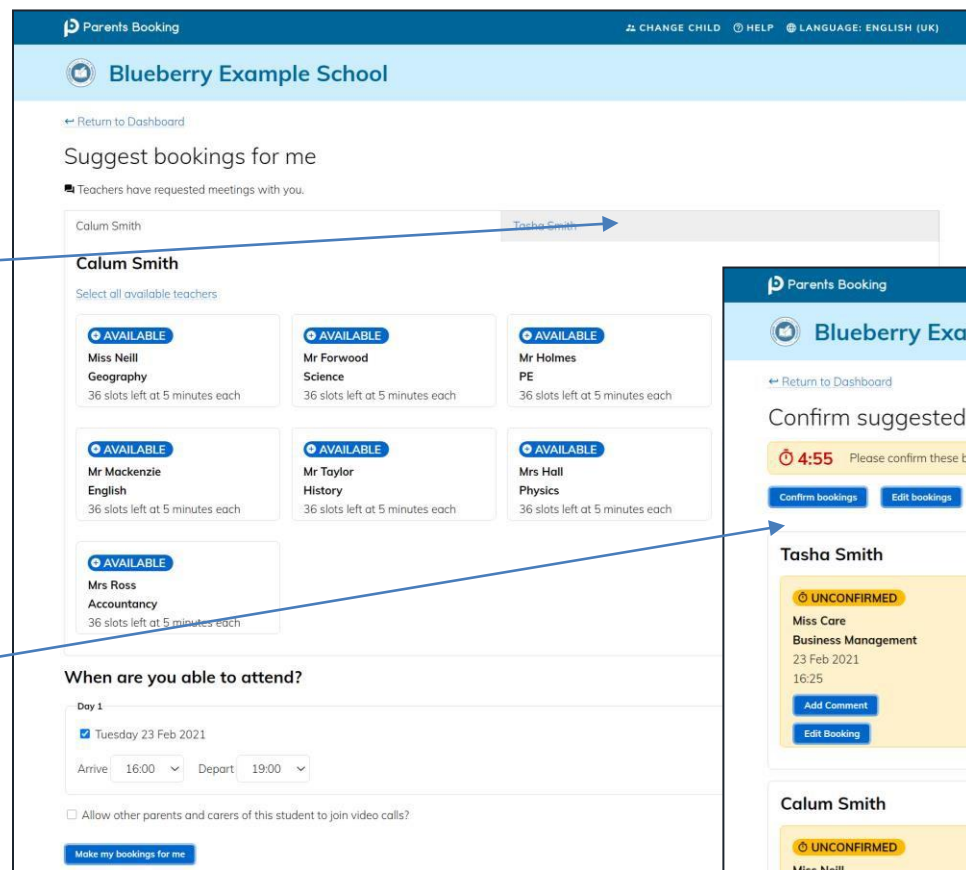
School Events

Name of Group	Event Name	Date	Start	End
Spring Term	Student Performance of Aladdin	2nd Dec 2021	13:00	14:00
		20th Dec 2021	18:00	20:00
Spring Term	Student Performance of Lion King	2nd Dec 2021	13:00	14:00
		20th Dec 2021	18:00	20:00

Suggest Bookings for Me

Suggest Bookings for Me will let you choose the teachers you want to book (across multiple students, if applicable), and asks when you are available for appointments.

The system then calculates the most efficient order for your appointments, and you have 5mins to confirm (or adjust) these.



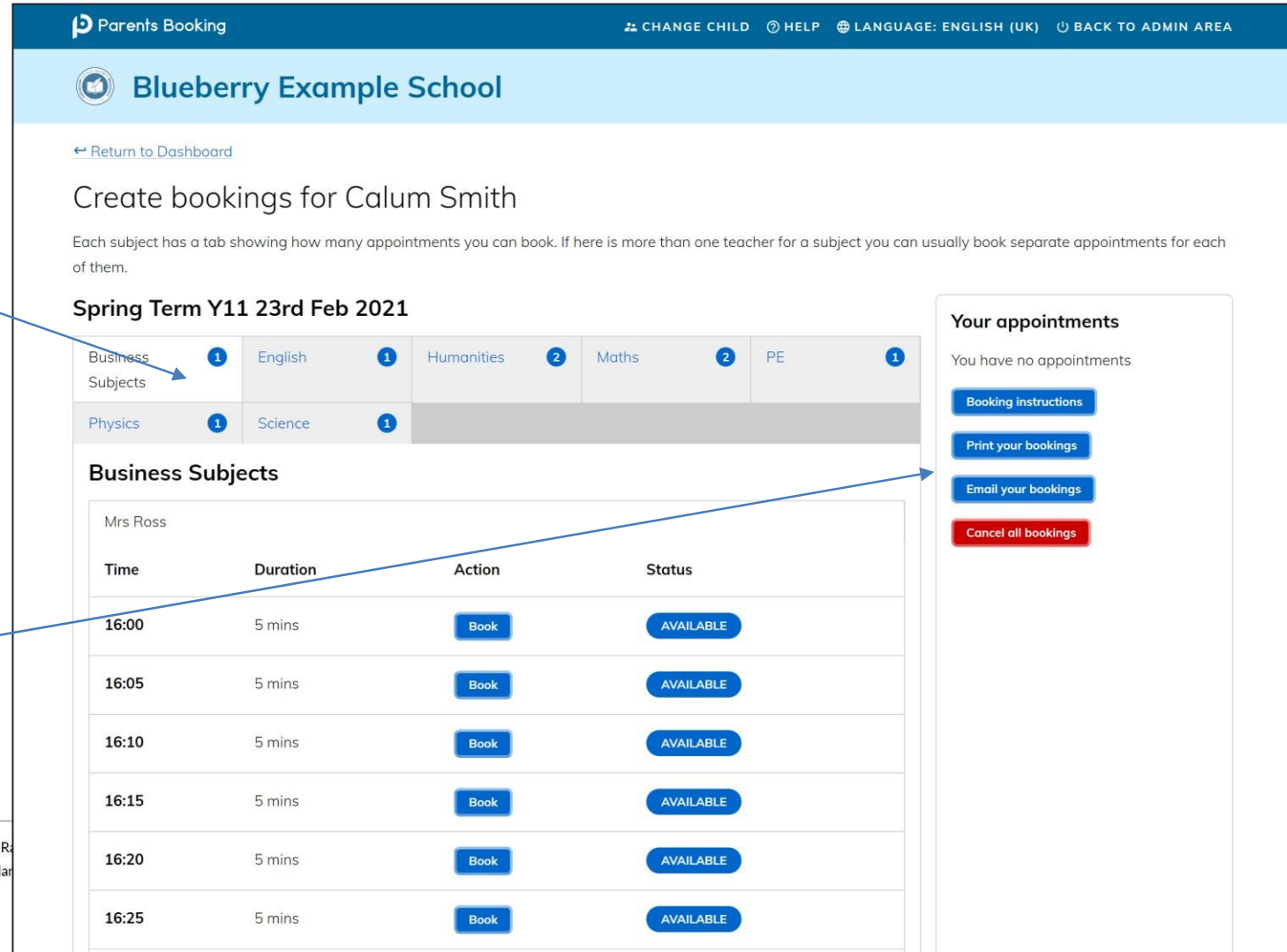
Make Bookings for Myself

To pick appointment times for yourself, or to edit your appointments, use Make Bookings for Myself.

1. Select the correct subject
2. Select the correct teacher
3. Click on Book to make an appointment

Simply repeat the process for each appointment you would like to make. You can also 'Modify' appointments you have made.

Once bookings have all been made you can print or e-mail an appointment confirmation.



Parents Booking

CHANGE CHILD HELP LANGUAGE: ENGLISH (UK) BACK TO ADMIN AREA

Blueberry Example School

Return to Dashboard

Create bookings for Calum Smith

Each subject has a tab showing how many appointments you can book. If there is more than one teacher for a subject you can usually book separate appointments for each of them.

Spring Term Y11 23rd Feb 2021

Business Subjects	1	English	1	Humanities	2	Maths	2	PE	1
Physics	1	Science	1						

Business Subjects

Mrs Ross

Time	Duration	Action	Status
16:00	5 mins	Book	AVAILABLE
16:05	5 mins	Book	AVAILABLE
16:10	5 mins	Book	AVAILABLE
16:15	5 mins	Book	AVAILABLE
16:20	5 mins	Book	AVAILABLE
16:25	5 mins	Book	AVAILABLE

Your appointments

You have no appointments

Booking Instructions

Print your bookings

Email your bookings

Cancel all bookings

Help videos which explain how parents use the software are available on our Website, here: <https://parents-booking.com/support/instructions-for-parents/>

Instructions for Parents

These help topics, for parents who might would like to see an example of how to log in, or how make their bookings, or how to join video meetings, are short training videos.

To add these videos to your school's website, please follow the instructions on 'embedding' the files on [this web-page](#).

Download a Video Call Guide (PDF) for Parents

Download a Guide (PDF) to Allow Multiple Parent/carers to join the same Parent-Teacher Video Meetings.

