



### **Year 10 & Y12 Parent's Evening**

Dear Parent/Carer

The Parents evening for Y10 & Y12 will be held virtually on Wednesday 2<sup>nd</sup> March 2022 from 4pm – 7pm. Meetings can be booked online, **and then held by video meeting** rather than in-person at the school. (you can turn off your camera if you prefer).

You can book appointments for each subject to talk about your child's progress. In cases where your child's teacher isn't available for whatever reason, we will be in touch to make alternative arrangements.

To make your appointments please go to: <https://www.parents-booking.co.uk/meden>

#### **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 are **now available** to book **and will close on Wednesday 2<sup>nd</sup> at 4pm.**

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

On the day of your appointments, you need to re-login at the website address above. 10mins before your appointments are due to begin you will be able to join the video meeting room, where you can wait for your appointment(s). Time is important. The meeting will start at the time arrange and end after exactly 5 minutes. If you are late to the meeting it will still end 5 minutes after the start time.

#### **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)

#### **Troubleshooting Tips**

- If you cannot login please contact the school office [office@medenschool.co.uk](mailto:office@medenschool.co.uk)
- 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 for help. I have also attached an instruction sheet for further instructions. Full instructions can be viewed on the website <https://www.medenschool.co.uk/page.php?p=reports>

Kind regards,

Mr J Smith (Head of School )