



**Acting Head of School** Mrs Harriet Phillips  
**Executive Head Teacher** Mrs Lyssy Bolton  
**Telephone** 01225 768641  
**email** [office@castlemead.wilts.sch.uk](mailto:office@castlemead.wilts.sch.uk)

17<sup>th</sup> November 2020

## **Year R - Video Parent Meetings**

Dear parent/guardian,

You are invited to make appointments for the school's next parent consultation meetings. These meetings will be booked online, and then **held by video meeting** rather than in-person at the school.

The parent consultation meetings are to be held on with your child's class teacher on **Monday 7<sup>th</sup> December, Tuesday 8<sup>th</sup> December, Thursday 10<sup>th</sup> December & Friday 11<sup>th</sup> December 2020**. If slots are still available the day before an appointment date, you will be able to book until 8pm the night before.

To make your appointments please login at: <https://parents-booking.co.uk/castlemead>

### **To login you will need to enter:**

- Your title, first name and surname (as we have it recorded on our system)
- Your email address (as we have it on our system)
- Your child's first name & surname
- Your child's date of birth
- Your child's class – either **Whiskered** (No Bats on the end) or **Mouse-eared Bats** (with Bats on the end)

The login details you enter **must** match those we have on record for you.

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

### **Important information for on the day of your appointment:**

On the day of your appointments, you will need to re-login at the website address above. You must be logged in 10mins before your appointments are due to begin. The 'join the video meeting room button will only appear 10mins before, once you click on it then you will join the waiting room where you can wait for your appointment(s). The appointment is only for a **10min appointment**, the system will automatically disconnect your call once time is up (then moves onto the next parent, who then appears on the screen for the teacher).

### **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 either by phone or email [office@castlemead.wilts.sch.uk](mailto:office@castlemead.wilts.sch.uk)
- You can check the details that we have recorded for you on the Parent APP (you will have been sent an invite & app is available to download onto your phone)

If you are having any problems, please contact the school office for help.

Kind regards,

Mrs Harriet Phillips  
Acting Head of School