



Head of School Mrs Emma Larkham
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28th September 2021

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 available to book from **Monday 4th October 2021** for year groups 1, 2, 3, 4, 5 and 6.

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

To login you will need the following details:

- Your first name and surname
- Your child's first name, surname and date of birth
- Your child's class name - Horseshoe Bats, Long-eared Bats, Leisler's Bats, Natterer's Bats, Barbastelle Bats, Daubenton's Bats, Alcathoe Bats, Serotine Bats, Noctule Bats, Bechstein's Bats

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.

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).

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.
- 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.

Kind regards,

Mrs Emma Larkham

