

Parents Information Evening Appointment Booking System Instructions

1. Go to www.hccs.info
2. Click on the 'Parents' button on the grey title bar
3. Click on 'Parents Evening Bookings System.'
4. Complete 'Your Details' and 'Your Child's Details' your child's name should be his/her **preferred** name. For example, his preferred name may be Alfie but his full name may be Alfred. The system will only recognise the preferred name.
5. Click login and continue
6. Click on event – Year 7 Parents' Information Evening
7. A list of appointments will appear for your child's teachers. Proceed to the booking page and click on the time slot you wish to book.
8. There will be no 'travel time' for Parents between appointments.
9. Follow the instructions on the screen and once your appointments are made you will receive an email confirmation to this effect (if you have not received a confirmation then please check your junk mail)
10. Please note: The option to add an additional parent/carer to your appointments on a separate device/location is available. To do this, make your bookings as above and then add the additional parent/carer's name and email address and give consent so they can join your appointments.
11. If you miss the deadline for booking then please email valeria.auton@hccs.info and appointments can still be made until the day before the Parents' Evening.
12. A reminder of your appointments will be emailed on the day of the Parents' Online Consultation

Instructions for the Video call

A smartphone/laptop or computer with a webcam can be used.

- ***Please log in using the email you made the appointments with*** and follow steps 1 – 6 listed above or use the link on the appointment reminder email.
- Once logged in, press the ***Join Video Appointments*** button (this is available 60 minutes before appointments start)
- Allow camera/microphone access
- When your appointment is due to start click ***Start Appointment*** button
- When the teacher joins the appointment they will appear in the main part of the screen and you can start the discussion with them
- The remaining time will countdown at the top of the screen
- When the countdown stops the appointment time is over and the appointment will always end automatically at the scheduled time – ***Please be aware you may be stopped mid conversation due to this***
- The ***Start Next Appointment*** button will be displayed if you have a consecutive appointment. Click when you are ready to proceed. ***Note that if you delay the start of the appointment it will not extend the appointment time and it will always end at the scheduled time***

A demonstration of the Video call is available to watch on the main school website; click the Parents tab and then click Information Evening.