



Dear Parent / Carer,

5th November 2021

## **Year 12 Parents' Online Consultation Evening Thursday 25th November, 2021**

You and your child/children are invited to take part in the **Parents' Online Consultation Evening on Thursday 25th November** to discuss your son/daughter's progress with his/her teachers. Appointments can be made between 4 p.m. and 6.30 p.m.

You will be able to book your own appointments online via the Parents Evening Booking System under the Parents tab on the school website. Please refer to the instructions below for booking your appointments and joining the Online Parents Consultation Evening with a laptop, tablet, computer or phone. If you will be unable to access a video call, please let us know.

Due to time constraints on the evening it is necessary to restrict appointments to a maximum of five minutes. If you feel that a longer discussion will be necessary, please make an alternative appointment. This can be done via the school office.

**The online appointment booking system for Year 12 will become "live" at 7pm on Monday 15th November. The system will close at midnight on Sunday 21st November.** Appointments will be available on a first come, first served basis. We advise that you make your appointments promptly to avoid disappointment. Should you wish to make any changes after this date please contact [office@hccs.info](mailto:office@hccs.info).

We look forward to seeing you and your child/children online on **Thursday 25th November**. If you have any queries regarding the evening please email [sixthform@hccs.info](mailto:sixthform@hccs.info)

Yours sincerely,

Mr E Fu  
Director of Sixth Form

## Parents Online Consultation Appointment Booking System Instructions

1. Go to [www.hccs.info](http://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 12 Parents' Online Consultation
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. If you miss the deadline for booking then please call the school office and appointments can still be made until the day before the Parents' Evening.
11. A reminder of your appointments will be emailed on the day of the Parents' Online Consultation

### Thursday 25th November, 2021 – Instructions for the Video call

A smartphone/laptop or computer with 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**
- If you do not have a consecutive appointment you will see a countdown telling you how long until the start of your next appointment.

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