



South Haringay School  
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16 November 2021

**RE: Parents Evening**

Dear Parents/Guardians,

In order to maintain social distancing, Parents' evening will continue to be held using Zoom this term. The meetings will be held on Tuesday 23<sup>rd</sup> November and Thursday 25<sup>th</sup> November, 3:40 – 6:30pm.

You will be able to book your 10 minute appointment online. We will send a link to your mobile phone which will take you to our online booking system to select a time convenient for you. Please follow these simple steps to book your slot:

1. Click the link that you receive through text to take you to the confirmation page. You will need internet access to do this.
2. Enter your child's first name to continue. If you have more than one child, any of their first names will work.
3. Next you will be taken to the booking page. This will show your children alongside all of the teachers that you can book in with.
4. Click 'Please Choose' to be shown a list of available times that you can click to book.
5. Click on 'Book this Slot' to complete your booking. When the button has turned green you know your booking has been made.
6. At any time before the Parents Evening, you can click the link on your phone again to check your booking time or even un-book by clicking the green booked button.
7. Before your appointment date, you will receive a link to the Zoom meeting. Please ensure you are punctual and stick to your 10-minute slot. **Please note that if you**

**try to enter a zoom meeting without using the steps to book, you will not be accepted into the zoom room.**

Make sure you book your parents evening ASAP to ensure you get the best time for you.

Yours sincerely,

Admin Team