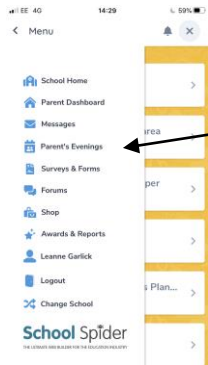




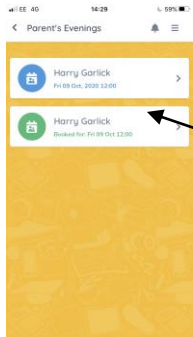
## Parent guide to making parent and teacher consultation appointments

When the forms go live you can book an appointment with your class teacher via the app or the academy website.

### Using the app



From the menu select Parent's evenings



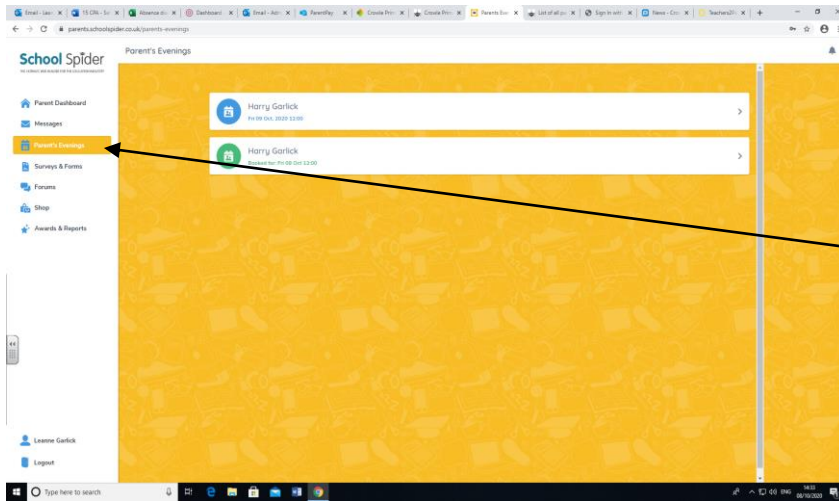
You will then see which meetings are available (please note there will be several options for one teacher as you can choose a zoom meeting or a telephone consultation. You will have already told us which you prefer if you completed the devices questionnaire). Click on the option you would like.



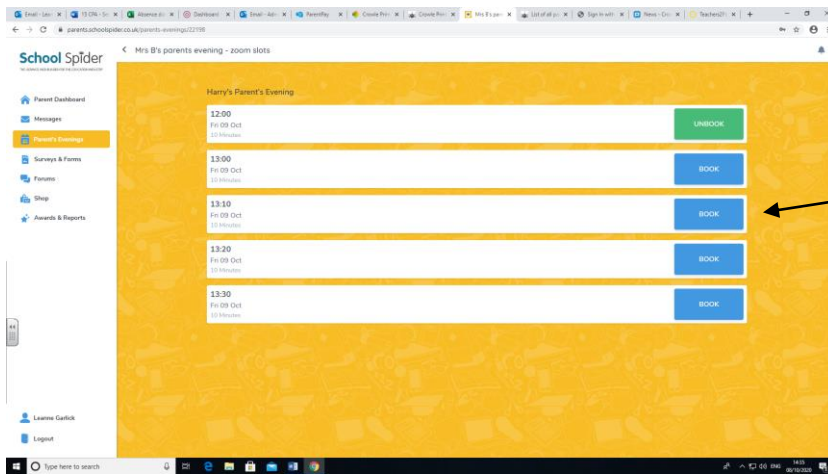
You will then see which times are available. Click the time that you would like.



## Using the website



Log into the parent area on the website and choose the parent's evenings option



Choose the date and time you would like

Please contact the school office if you would like more help.