



Lochardil Primary School
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emergency closure 0800 564 2272 school's pin number 04 2500.



15th January 2021

Online Video Parent Meetings

Dear Parent/Carer,

You are invited to make appointments for the school's next parent-teacher meetings. These meetings will be booked online, and then held by video meeting rather than in-person at the school.

The parent-teacher meetings for pupils in Primary 1 - 7 are on **Wednesday 27th January and Thursday 28th January** from 3.30 - 6pm. Parents/carers of children in ELC will be notified of their arrangements separately.

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

To login you will need to enter:

- Your first name and surname
- Your child's first name, surname and date of birth

The login details you enter must match those we have on record for you.

Appointments will be available to book from **6pm on Monday 18th January** until **midday (12pm) on Tuesday 26th January**.

After you have made your appointment(s) you can choose to print or receive an e-mail confirmation.

On the day of your appointments, you need to login in again at the website address above and follow the on screen instructions. 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.

Please find attached to with this letter a 'Video Meeting Information for Parents' guide and there is also a training video to help you with this online booking process, if you follow this link

https://youtu.be/Tlfc_BAF1yg

Please note that your child is welcome to be part of the meeting if you wish but adults are limited to parent/carer only. It is not permissible to record the meeting and we request that you are located in a suitable venue. Each appointment is scheduled to last 8 minutes and will cut off automatically. This allows teaching staff to be ready for the next appointment.

We thank you for your continued support as partners in your child's education

Kind regards,

The Lochardil Primary School Team

