

## Video Meeting Information for Parents

(There's also a video training video here: [https://youtu.be/TIfC\\_BAF1vg](https://youtu.be/TIfC_BAF1vg))

### Starting the process

On the day of the parents' evening, login to Parents Booking as you did when making your appointments. This time there will be a blue "join Video Appointment" button **if you are within 15mins of your first appointment**, which you need to click to join your video meetings. These appointments will exactly match what has been pre-booked.

Parents Booking HELP YOUR PROFILE BACK TO ADMIN AREA

 **Ponteland High School**

Welcome Test Parent

[Send school feedback](#)

School contact details  
School Office [01661 824711](tel:01661824711) [bookings@ponthigh.org.uk](mailto:bookings@ponthigh.org.uk)

Your video appointments are due to start soon. Please click 'Join Video Meeting' in advance of your scheduled meetings, if possible.

### Parent-Teacher Meetings

Name of Group	Parents' Evening	Date	Start	End
Test	Test Evening <a href="#">☆ Suggest Bookings For Me</a> <a href="#">✎ Make Bookings For Myself</a> <a href="#">📅 View my booking schedule</a>	26/11/2020	07:00	19:20

### System requirements

**Participants must use a computer/device which has a webcam and microphone. We suggest also using Chrome on a PC/laptop and Android smartphone/tablets, and using Safari on an iPhone/iPad, however below is the official compatibility:**

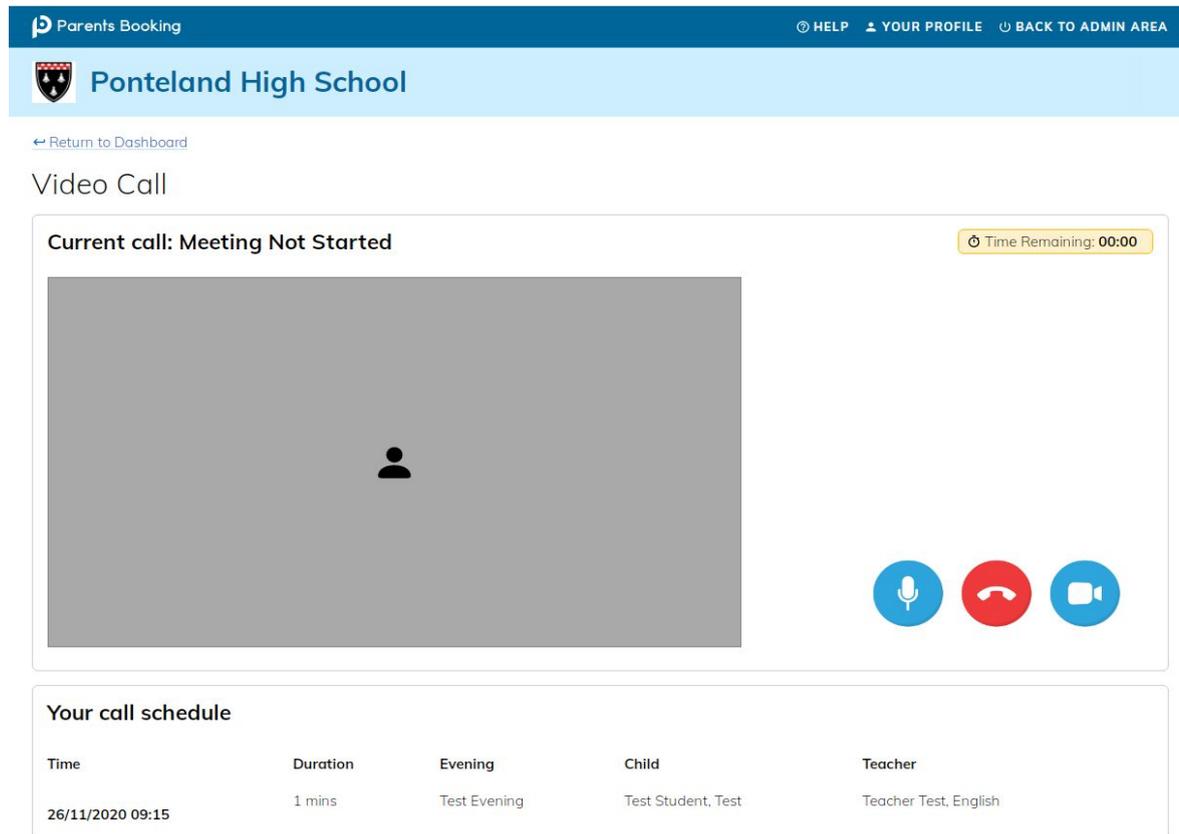
You must use one of the devices below and internet browser combinations for the video meeting technology to work:

- **Apple iPhone/iPad (must be 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 (but only the new Edge Chromium, not the old Edge)

**NB: IF USING AN APPLE DEVICE (IPHONE/IPAD) YOU NEED TO USE SAFARI AND NOT CHROME**

## Joining the meeting

When you click “Join Video Meetings”, you will be shown a “Meeting Not Started Yet” message, until the instant your appointment is due to begin. You will also see this message if there is a gap between your appointments.

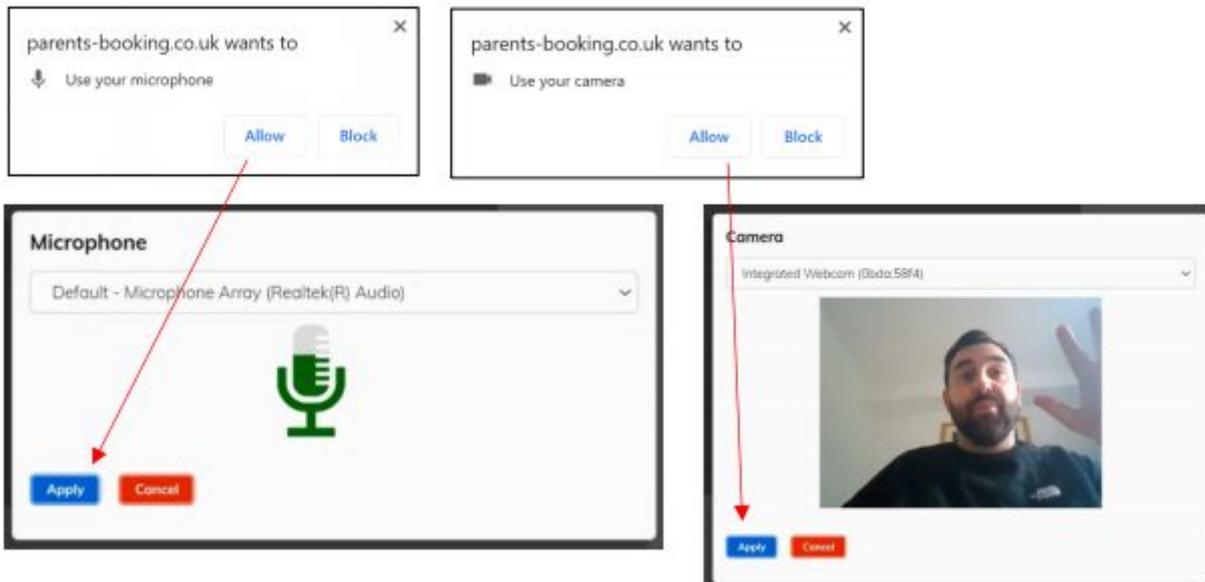


The screenshot shows the 'Parents Booking' interface for Ponteland High School. At the top, there is a navigation bar with 'Parents Booking', 'HELP', 'YOUR PROFILE', and 'BACK TO ADMIN AREA'. Below this is the school's name and logo. A 'Return to Dashboard' link is visible. The main content area is titled 'Video Call' and displays a 'Current call: Meeting Not Started' message with a 'Time Remaining: 00:00' indicator. A large grey rectangle represents the video feed, with a person icon in the center. Below the video feed are three circular icons: a microphone (blue), a red phone (hang up), and a video camera (blue). Below the video call area is a 'Your call schedule' table.

Time	Duration	Evening	Child	Teacher
26/11/2020 09:15	1 mins	Test Evening	Test Student, Test	Teacher Test, English

## Starting the meeting/call

When the time of your first appointment arrives, your meeting will start. Before you can talk, you will be prompted to provide permission to your internet browser to use its microphone and webcam. You will be asked for permission by your internet browser, and then a ‘pop up’ asks which microphone, and then which webcam, you want to use. Press ‘Allow’ and ‘Apply’ for all of these.

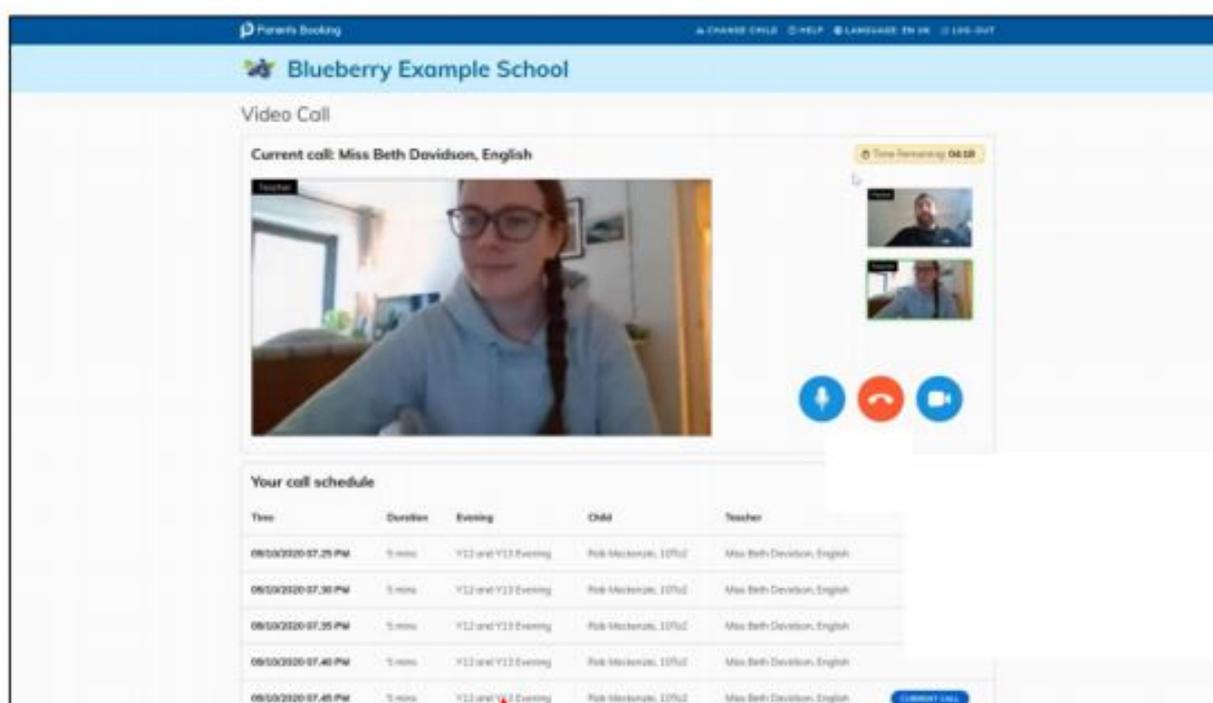


Once you have provided permission to the microphone and webcam, your video meeting will start.

### Starting the next meeting/call

Appointments follow on automatically. Your schedule is shown at the bottom of the page. Once one appointment has finished the next will start instantly, and you do not need to change web page.

**NB: On the right hand side of the screen you can see the time remaining. When this reaches 00:00 the meeting will end. It is not possible to extend the meeting so please keep an eye on this timer.**



There is also no need to change the web page if you have a gap between appointments, the video screen will simply remain greyed out until the next appointment starts.

If for any reason you leave the web page before your appointments have finished, you can access the Video Call screen through the dashboard at any time.

**Finishing your set of meetings/call**

Once all of your appointments have finished, log out of the system.