



GUISELEY SCHOOL

5 May 2023

Dear Parent/Carer

Year 12 Virtual Parents' Consultation Evening – Wednesday 17 May 2023

You are invited to the above Consultation Evening to discuss your child's progress. Staff will be available between 5.00pm and 7.30pm. All appointments will be 5 minutes and the availability of staff will be shown on the booking system. As in previous years all consultation meetings will take place via video call.

Parents/Carers will be responsible for booking appointment times with staff, using our electronic Parents' Evening System. Bookings can be made using the following link <https://guiseley.parentseveningsystem.co.uk/>, the link can also be found on the school website under the Parents' section. **Bookings are now open and will close at midnight on Monday 15 May.** Please log in by filling out the form with the email details the school holds for you and your child's name and date of birth. Once logged in you will be taken to a home page, click on continue which brings up all of your child's teachers. Deselect the teachers you do not wish to make an appointment with and then click continue. You can then make appointments with staff who teach your child. Once finished you must save your changes, you will then be emailed confirmation of your bookings. You can also print out your appointment schedule by clicking the appointments tab at the top of the page.

If you can be in the same physical location as your child at the appointment time, you will be able to take part in the meeting together. However, if you cannot be together or you wish a second parent to join the meeting from a different location, you can extend an invitation to one other person during the booking process.

If your device does not have a microphone for the meeting, please leave a message along with your telephone number, in the message section, when booking your appointments. The teacher will then call you at the allotted time.

To attend your appointments on the Consultation Evening, you will log in to the Parents' Evening System or click on the link in the confirmation of appointments email you will have received.

Please follow the link <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call> for a full demonstration on how the video calls will work.

If you have any difficulties either logging in or making appointments, please contact the school.

We look forward to seeing you during the event.

Yours sincerely

Stuart Gadd
Assistant Headteacher
Director of KS5