

# Harlaw Academy

18-20 Albyn Place  
Aberdeen  
AB10 1RG  
Headteacher: Mr R McLaren



## S5/6 Parents Evenings' Information

At Harlaw each year group has one parents' evening per school session where parents/carers can book appointment slots with their child's subject teachers to discuss their progress. Each appointment lasts 5 minutes and we encourage your child to be present for the appointments so that they can take part in the discussion with their teacher.

### **Session 2021/22**

All our parents' evenings this school session are being held virtually using our Parents' Evening Booking System. Parents/Carers will be invited to book appointments online with their child's subject teachers. As usual, each appointment will last 5 minutes with a 1 minute break in between to allow teachers and parent/carer to prepare for the next appointment.

Parents/Carers are advised to check the instructions for online meetings ahead of time to make sure their device meets the requirements ahead of time.

The key dates for the S5/6 evening are:-

Year	Date and Time of Parents' evening	Date booking opens	Date booking closes
S5/6	Wednesday 15 December 4.30pm-7pm	Wednesday 8 December at 5pm	Monday 13 December at 12 noon

## **How to book appointments**

The Parents Evening Booking System (PEBS) is the same as in previous years so the process of booking appointments may feel familiar to some parents/carers. In order to login and book appointments go to the website <https://www.parents-booking.co.uk/harlawacademy> and login using the Firstname and Surname that is stored in our school information system for your child's main contact together with their Firstname, Surname and Date of Birth.

To assist we will confirm those details to you via Groupcall before the booking system opens.

### **Teacher Availability on Parents' Evenings**

**Subject Teachers** – Subject teachers can have more pupils than appointment slots so if you want to see a specific teacher please book early.

**Guidance Teachers** – Guidance teachers have up to 180 pupils in their yeargroup. Therefore, appointments are only offered to selected pupils, if you see your child's guidance teacher as an option, we recommend you book an appointment. Guidance teachers can be contacted via the school office at other times.

### **Instructions**

Full instructions on how to use the booking system including for online meetings are on the following pages and are also available on the [support page](#) of the school website.

## Section 2 Appointment booking Instructions

1. Navigate to the Parents Booking **here** <https://www.parents-booking.co.uk/harlawacademy>
2. Use your personal information to log in. You must use the contact information which the school has on file or you will not be able to log in. If you are having problems, please use the contact information on the login page to contact the school.
3. Log in by selecting which child you want to make bookings for first. If you have more than one child who requires bookings, you can switch between them once you are logged in.
4. Once logged in, decide whether you need to make bookings one-by-one, or use 'Suggest my bookings for me' if you have a number of teachers and students to make bookings for.
5. Once you have selected your preferred booking method and once in the correct parents' evening, follow the relevant instructions from below:
6. Suggest My Bookings For Me
7. Select the teacher you wish to book. You can press 'Select All' to select all options
8. If you have a second child to make bookings for then select their tab and repeat the teacher selecting process
9. Proceed to the bottom of the page and specify your availability, then press Make My Bookings For Me
10. If the wizard replies that bookings are not feasible, you have not left enough time and need to reduce the number of teachers or increase the amount of time you're available.
11. Now see a list of your booking suggestions. Feel free to add comments to teachers you wish to book, if allowed
12. Press Confirm to confirm these appointments as your bookings
13. Press Print or E-Mail to initiate your confirmation.

### 14. Make Bookings For Myself

15. Scroll down until you see the booking table. Above it are the departments and teachers which are available to you.
16. Select the department, then teacher, and click on an available time to make a booking. When you selected a time, you're able to add any issues or comments for the teacher to take note of before the appointment.
17. Repeat this process, making bookings for all of the teachers you need to.
18. If you need to cancel or rearrange an appointment, click on the correct department and teacher, then click on the green appointment to change it.
19. If you need to make bookings for another child, scroll to the top of the page. In the top left corner you should see a 'Make a Booking for Another Child' icon. Click this. If there is no icon, the software does not recognise that you have multiple children. This just means that you'll need to log out and log back in again using the other child's details.
20. Once you have made all of your bookings, click on either E-Mail or Print my Appointments. Appointments are saved when they are made, so you don't have to e-mail or print to 'save' them, but doing so will provide a confirmation with further information, possibly including rooms and instructions from the school.