

January 2021

S3 Virtual Parent Meetings

Dear Parent/Carer,

You are invited to make appointments for the School's next Parents' Evening. These meetings will be booked online, and then facilitated through a virtual platform rather than in-person at the school.

Our next event for S3 will take place on **Tuesday 12 January 2021 4.30- 7.00pm**

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

PLEASE NOTE: You need to type this address into your **website browser's 'address bar'**. Do not try to 'Google' this website address or use a search engine as that will not work. This is a common mistake on phones and tablets especially.

A Parents' Booking Information sheet is attached which will assist you to access video booking and a Parents' Manual is also available on the School website and APP.

To login you will need to enter the following information:

- **Your surname,**
- **email address (this must match those we have on record for you)**
- **your child's first name, surname**
- **your child's date of birth.**

Appointments will be available to book from **3.00pm on Thursday 7 January** until **midday (12 noon) on Tuesday 12 January**.

After you have made your appointments you can choose to print or e-mail a confirmation.

On the day of your appointments, you need to log back in at the website address above. Ten minutes 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 devices below and internet browser combinations for the video meeting technology to work:

- **Linux computer:** Chrome or Firefox
- **Microsoft Surface:** Chrome or Firefox
- **Mac computer:** Safari, Chrome or Firefox
- **Windows computer:** Chrome, Firefox or Edge (Chromium)
- **Apple iPhone/iPad (iOS 11+):** Safari
- **Android phone/tablet:** Chrome or Firefox

If you are unable to book at home, please contact the school office for help.

If you are having issues logging into the system or any other issues during the bookings, please check you have followed all the instructions given in the Manual, also check the troubleshooting notes with this letter.

If you are still having problems please contact School Office Staff on **01506 282145** during **the following times Monday - Thursday 9.30 - 3.30 and Friday 9.30 - 1.30.**

In addition, should you not have access to technology at home please contact the relevant Head of House who will arrange for phone call updates from the relevant subjects.

Mrs Caroll Gordon (Head of House – Cochran) – carol.gordon@westlothian.org.uk

Mr Rory Dinwoodie (Head of House – Honeyman) – rory.dinwoodie@westlothian.org.uk

Mrs Lynne MacLeod (Head of House – Wood) – Lynne.macleod@westlothian.org.uk

Yours sincerely



Mr G Paris
Head Teacher

Troubleshooting Tips -

Please read carefully

The Main contact, needs to log in entering their details we have on record for you and your child.

If you have recently changed your surname, for example, and not informed us, we will be expecting you to login with the details we have on record. Please check with school office if you are in doubt.

It is important that Parents update information on the Parent Portal so all information on the school database is correct. If you have changes at any time please relay them to School Office Staff or via West Lothian Council Parent Portal at the following link:

<http://www.armadaleacademy.co.uk/article/44151/parentsportal-scot>

The email address you enter is only used to receive a confirmation of your appointment.

If the system gives you an error when you login, it will not be the email address that is the problem, if possible use a laptop or IPAD, try to avoid using a mobile phone.

Check you are typing the correct address on the browser address bar, <https://parents-booking.co.uk/armadaleac> **Do not use search engines such as Google etc**

If you are having difficulty logging in please check your internet connection is fully connected.

As your parent booking is for such a short period of time please try to limit the number of users and devices being used around the home during your meeting, which should your boost internet connection.

If you are still experiencing connection issues try changing browser eg from Chrome to Microsoft Edge.

If you have several children to make bookings for, and decide not to use the Booking Wizard, but instead make appointments individually, use the 'Change Child' button on the blue bar (above the school's name) in the very top left corner of the Parent's Booking Page to swap between your children.

If you wish to have your camera off please allow access then switch off.