

















Year 11 Progress Evening Booking

Step 1: Follow the link to the booking platform. To make an appointment, select each subject in turn.

Nottingham Emmanuel School Parents Evening

Mathematics Teacher

D&T 5 minutes	 	Science Teacher 5 minutes	 
Religious Studies Teacher 5 minutes	 	PC GCSE Teacher 5 minutes	 
BTEC Sport Teacher 5 minutes	 	Music Teacher 5 minutes	 
French Teacher 5 minutes	 	BTEC Media Teacher 5 minutes	 



Step 2: When you have selected the subject you want to make a booking for, scroll down and select the staff member for that subject you want to meet, and the timeslot you would like.

26 January

< > January 2021

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Select staff (optional)

 Anyone 

15:20	15:25	15:30
15:35	15:40	15:45
15:50	15:55	16:00
16:05	16:10	16:15
16:20	16:25	16:30
16:35	16:40	16:45

Ⓞ All times are in (UTC+00:00) Dublin, Edinburgh, Lisbon, London

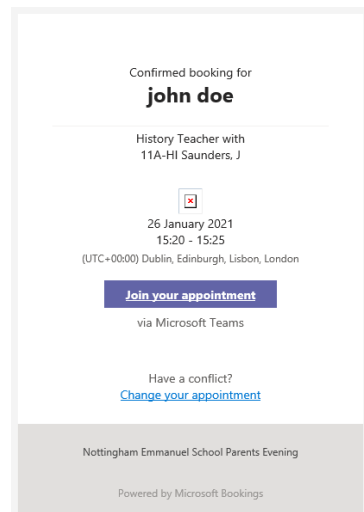
Step 3: To complete the booking, enter your child's name, and a valid email address (you will later access your appointments via a link sent to this email address, so please ensure it is an email address you routinely access).

Add your details

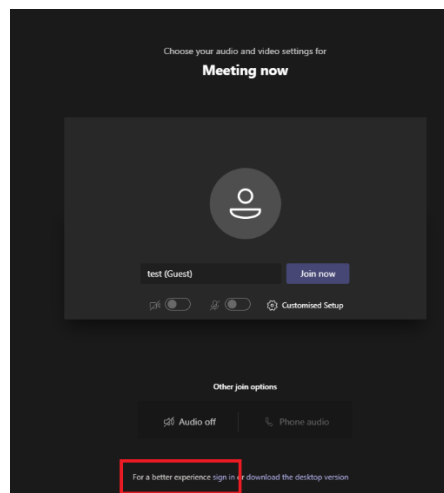
Name	Please let us know if you have any special requests. Thank you.
Email	<input type="text" value="Notes (optional)"/>
Phone number (optional)	
Address (optional)	

Book

Step 4: You will receive an email confirming your appointments looking like the below. At the time of each appointment, you select 'Join your appointment', and can participate in the meeting via the Teams app, a web browser (on any device) or a 'dial in' option for phones.



Step 5: If asked, please sign in with the same email address you used to book your appointment. To join with video and audio, please ensure both options are switched on. For each appointment, teachers will receive a similar link to join you for the meeting.



Teams access permissions

The email address that you enter into the booking system will be added as a guest to our system, so please use the same email address at each point of making/joining any appointments to ensure access to appointments.

When you receive the below email, please select 'Accept invitation'.

XXXXXXXXXX



Please only act on this email if you trust the individual and organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed with caution.

Sender: Potts, A (apotts@archwaytrust.co.uk)

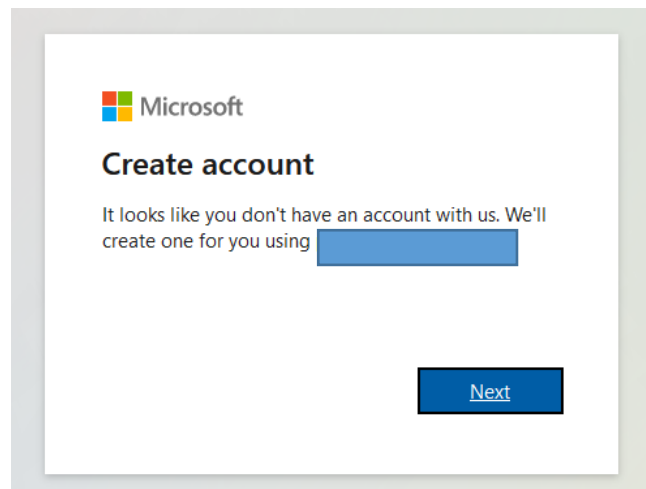
Organization: Archway Learning Trust

Domain: archwaytrust.co.uk

If you accept this invitation, you'll be sent to <https://myapps.microsoft.com/?tenantid=23990c89-ae67-4afc-87ce-470c97afeb378>

[Accept invitation](#)

If you don't have already have Teams linked to your chosen email address, it will ask you to create an account, please follow the onscreen instructions to ensure you have access permissions to join appointments.



If you already have Teams linked to that email address you will be asked to 'Review Permissions'.