

15<sup>th</sup> January 2021

Dear Parents/ Guardians

As you well know, this scholastic year due the Covid-19 pandemic, we cannot meet in face to face meetings to discuss the progress of our students. However this year's Parents' Day is going to be held online on MS Teams and spread out on two days: Thursday 28<sup>th</sup> and Friday 29<sup>th</sup> of January 2021. Bookings for parent teacher meetings will be open from Monday 18th to Tuesday 26th January. No bookings or appointment changes will be accepted after this date. Read this letter carefully as you will be provided with information on how to book appointments and to access online meetings.

Parents have to book a meeting of 10 minute duration with the teachers that the parent wishes to speak to. It is important that bookng for meetings with different teachers are set on different times and to take note of each booking. This will help avoid booking meetings with different teachers in the same time slot.

One has to access the system through the link that will be sent by SMS. You can also access the booking page through the link hereunder by holding the *ctrl* key on the computer keyboard whilst clicking on the link.

<http://bit.do/verdala-pd>

Those who have a QR code reader App on their mobile phones can also access the booking page by scanning the image hereunder.



The system is set to allow appointment bookings only on the two set days.

- Once the booking app is accessed, one can choose the subject group and the name of the teacher. It is important that the students know the name of the teacher. We will be emphasising this to the students during online assemblies during the week. So make sure that the students have this information.
- Choose the available time slot.

- It is important to include the details at the end mainly:  
Name of parent setting the appointment  
The ilearn email of the student. It is important to write the email address correctly.  
Missing out on any dots or numbers that are part of the email address will not enable you to connect.  
In the Notes(optional) box write the name and surname of the student and the class.
- Press on the Book button to set the appointment.
- An email will be sent on the ilearn email of the student and an appointment is set on the MS Teams calendar.
  
- This process needs to be repeated for each teacher that you wish to communicate with by clicking on the New Booking button.

It is also advisable to watch this Youtube Video which explains the whole process visually step by step <https://youtu.be/0dCOBjVW7AA>

It is important to be on time for the appointment and teachers are being instructed to keep to the 10 minute time slot so as to avoid keeping other parents waiting.

We will be also explaining this process to all students through live video during online assembly on Monday so that they will be able to assist parents in this process.

Do not hesitate to contact us should you require assistance from our end

Best regards

A handwritten signature in black ink, appearing to read 'J. Ellul', enclosed within a circular scribble.

Joseph Ellul

Head of School