

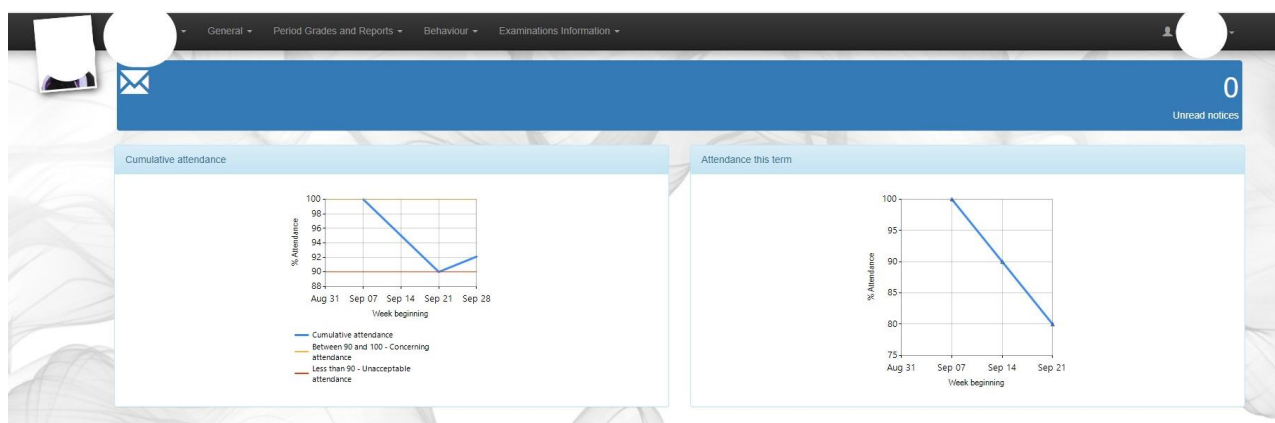
Parents' Meeting Guide for Parents

Parents will receive an email via the schools InTouch messaging system detailing the times for a Parents' Meeting. Once the email has been received, parents will be able to book time slots with their child's teachers. To do this, please do the following:

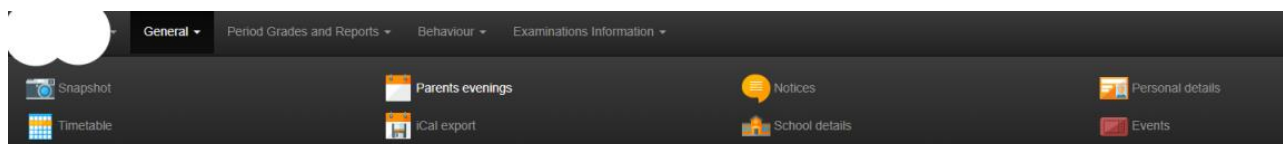
Booking

Log into the school's Parent portal by either going to <https://www.ellesmereportal.com/insight> or <https://www.ellesmereonline.com> and then clicking on 'Parents' and then the 'Parent Portal' icons. Please use either **Google's Chrome** or **Microsoft's Edge** browsers.

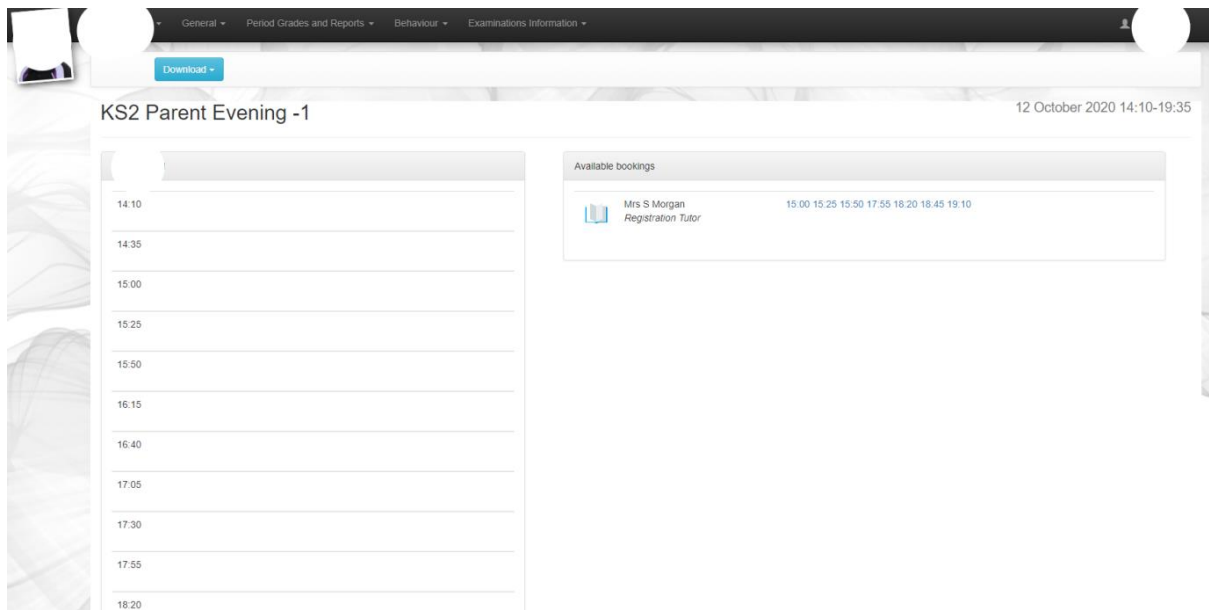
Once you have logged into the portal, you will see the screen below (the view can change slightly).



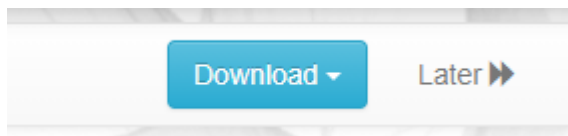
To access the Parents' Meeting section of the portal, please click on the 'General' tab from the top menus and then choose the option called 'Parents Evenings'.



The following screen will now appear.



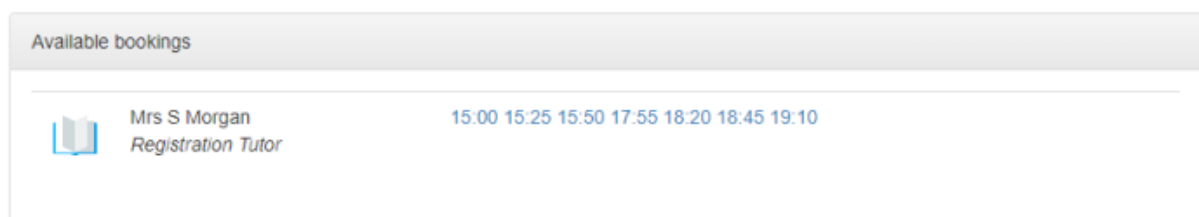
If you have multiple Parents' Meetings (some run over several days) then you will see the following:




It is very important that if the Parents Meeting goes over multiple days, you click on the 'Later >>' and '<< Earlier' buttons so that you can see all of the time slots available to you.

If you click on 'Later' then the next Parents' Meeting will display, and there will now be an 'earlier' option to switch back. You can also click on the 'Download' button which will allow you to download your booking as either a PDF file, or an ICS file, which you can then import into your specific calendar app.

The available time slots are shown in the 'Available Bookings' area below:



To choose one of the timeslots, please click on your chosen time. It will now appear on the right-hand side of the screen. Below I have chosen 15:50.

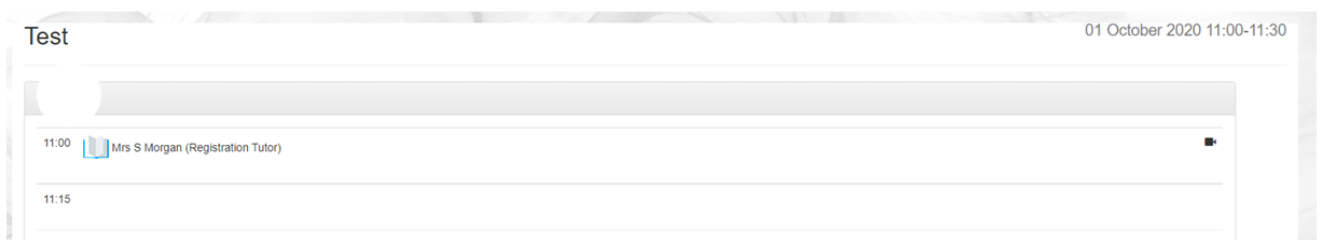
14:10	
14:35	
15:00	
15:25	
15:50	Mrs S Morgan (Registration Tutor) remove  agenda
16:15	
16:40	
17:05	

You will see that 15:50 has now disappeared from 'Available bookings. If you need to remove the booking you have made, then simply click on 'remove' found in the time-slot you previously chose. To add another booking then please click on an available time as per the instructions above.

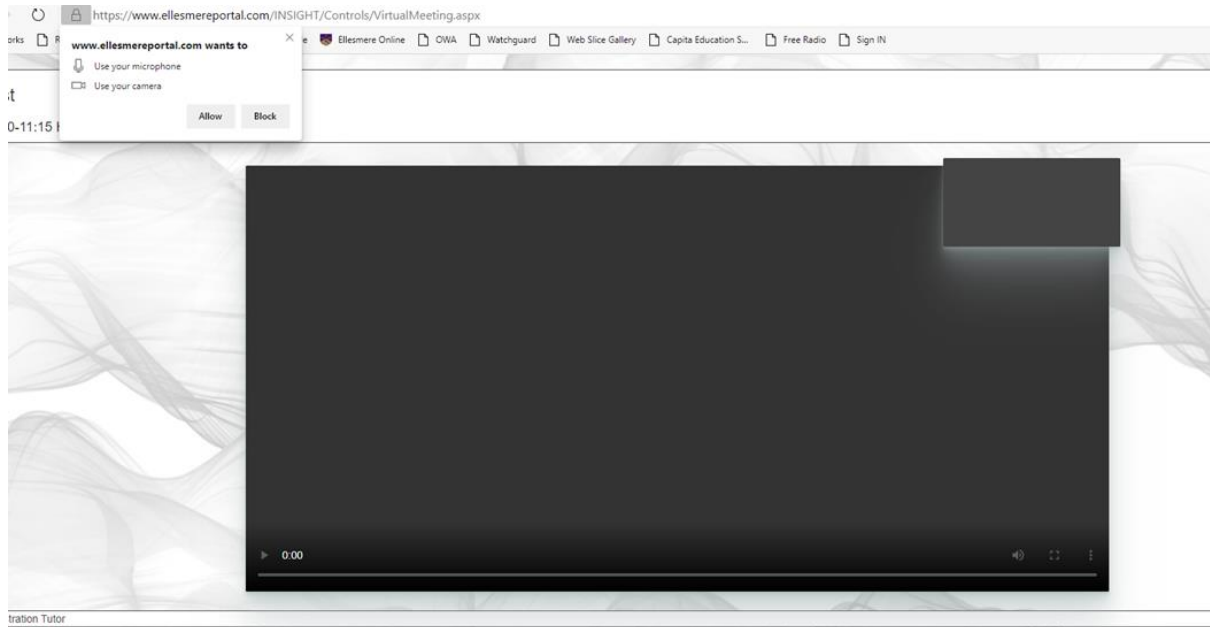
Booking will be closed on the day before the Parents' Meeting, the ability to book a slot will be closed for parents and the only way to change, or remove your slot, will be to contact the relevant teacher via email or phone.

Online Meeting- Accessing the Parents' Meeting on the day

Just before your allotted time, please log onto the parent portal as above and navigate to the relevant Parents' Meeting. You should see a screen similar to the one below showing your timeslot.



To the far right of the slot, you will see the small icon of a camera. To connect to the online video, click on the icon. A new tab will be created in your web browser as below. A 'pop up' will also appear. Please click on 'Allow' so that the website can use your camera and microphone.



Once the teacher and parent have started the video connection, a green 'Connect' button will appear at the bottom of the screen. When it appears, please click on it (either or both parties can do this). Connecting can take anything up to 20 seconds or so.

When you are connected, your image will appear in the little window to the top right of the screen. Once the teacher is available they will connect to you in the same way and their image will appear in the larger part of the window (this view will be reversed for the teacher).

When the meeting is over, please click the red 'hang up' button at the bottom of the window.