



# Bishop Douglass Catholic School

*An Academy School in the Cardinal Hume Academies Trust*

Headteacher: Mr Martin Tissot, MA, MBA, NPQH

Dear Parent/Carer,

You are invited to make appointments for the Sixth Form parents evening. These meetings will be booked online, and then held by video meeting rather than in-person at the school.

The parent-teacher meetings are on **Wednesday 2<sup>nd</sup> February, from 4.30 – 7pm** for all Sixth Form students.

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

Appointments will be available to book from **midday (12pm) on Thursday 27<sup>th</sup> January** until **midday (12pm) on Wednesday 2 February**.

### To login you will need to enter:

- Your title and surname
- Your child's first name, surname and date of birth

The login details you enter must match those we have on record for you.

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 re-login at the website address above. 10mins 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 below device and internet browser combinations for the video meeting technology to work:

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





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## **Troubleshooting Tips**

- If you cannot login please contact the school office.
- The email address field entered is only used to send your appointment confirmation. If you have problems logging in, it will not be because of the e-mail address you entered.

If you are unable to book at home, or have any queries, please contact the school office for help. Similarly, if there are no remaining appointments for a particular teacher then please e-mail the school office who will arrange for the teacher to contact you at a later date.

The e-mail address for the school office is:

[schooladmin@bishopdouglass.barnet.sch.uk](mailto:schooladmin@bishopdouglass.barnet.sch.uk)

I look forward to seeing you and your child at the online parents evening.

Kind regards,

Michelle Henderson  
Head of School

