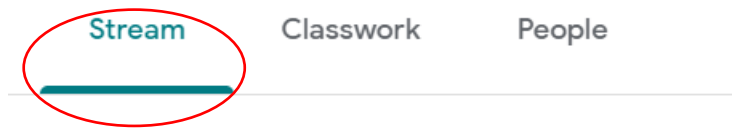


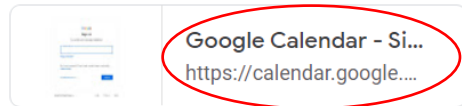
How to book your parents' evening telephone appointment

Step 1: Sit with your child and ask them to log into Google classroom.

Step 2: Under the **Stream** heading, please read the instructions set by the class teacher about the meeting.



Step 3: Click on the Google Calendar link to book your telephone appointment slot.

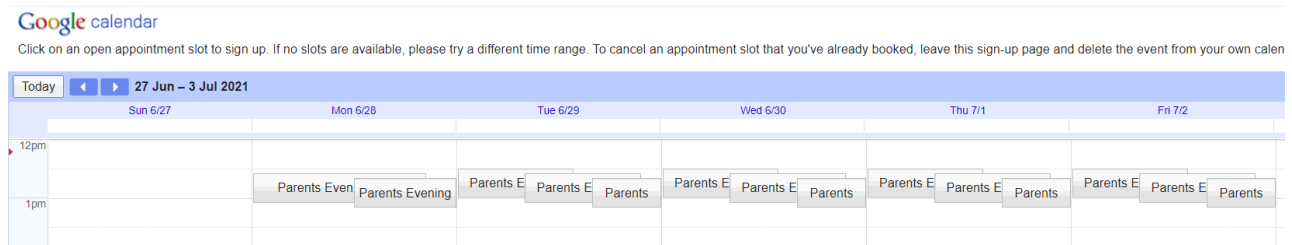


On the next screen click on the link: [Next available appointments slot on](#)

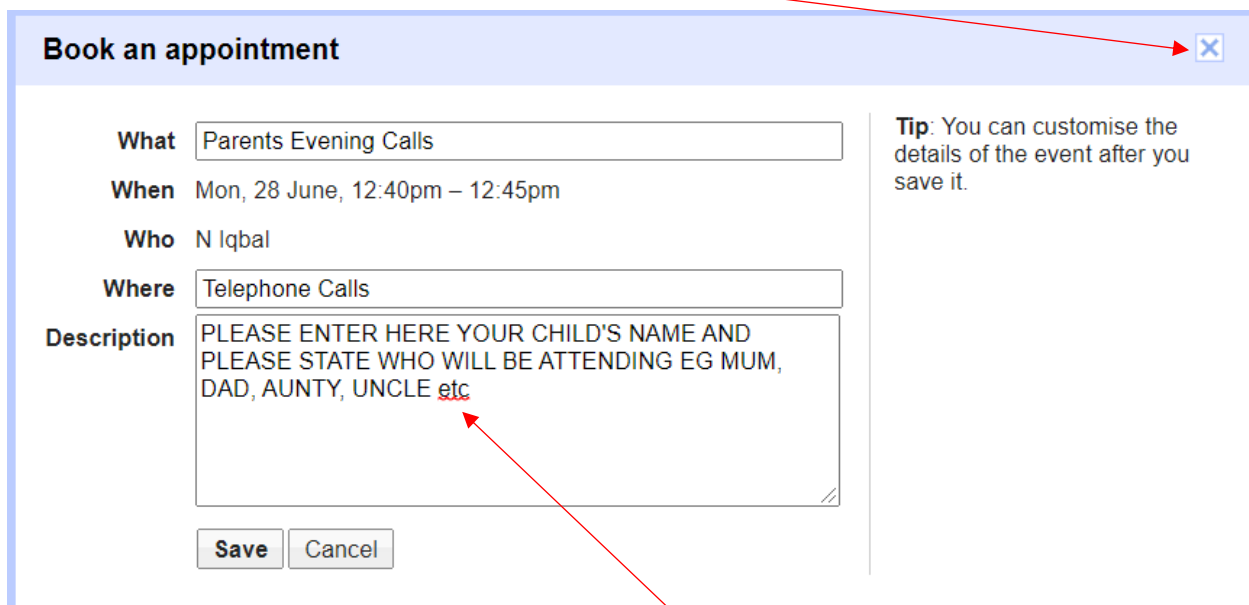
There are no appointment slots available in the time range shown.

[Next available appointment slot on](#)

Step 4: Click on the telephone appointment you would like to book



Step 5: Check the day and time is suitable, if not click the **X** to go back and choose another slot.

A screenshot of the 'Book an appointment' form. The form has a light blue header with the title 'Book an appointment' and a close button (X) in the top right corner. The form contains the following fields:

- What:** Parents Evening Calls
- When:** Mon, 28 June, 12:40pm – 12:45pm
- Who:** N Iqbal
- Where:** Telephone Calls
- Description:** PLEASE ENTER HERE YOUR CHILD'S NAME AND PLEASE STATE WHO WILL BE ATTENDING EG MUM, DAD, AUNTY, UNCLE etc

At the bottom of the form are 'Save' and 'Cancel' buttons. A red arrow points from the 'X' button in the top right corner to the 'Save' button.

If you are happy with the day and time, then in the **Description** box fill in your child's name and state who is the preferred parental contact for the meeting. E.g. Mum or dad and click the save button.