

Parents - how to invite another parent or guardian to join your video appointments

Inviting another parent or guardian to join your appointments

1. Go to My Bookings and click on Invite Parent/Guardian at the top of the list of your bookings

January Progress Meeting Tuesday, 12th January
3 appointments from 16:00 to 16:25

Print Amend Bookings Invite Parent/Guardian Subscribe to Calendar

This is to allow parents and teachers to discuss progress last year and will take place on 12th January.

	Teacher	Student	Subject
16:00	Mrs Anita Abell	Sophie Aaron	Science
16:05	Mr Geraint Davies	Liz Aaron	Music
10 minute gap			
16:20	Mr John Atkinson	Chris Aaron	English

2. You will then be presented with a box asking for the details of the parent/guardian to be given access.
If there is more than one student linked to you and involved in the evening, they will all be shown.

[Contact Us](#)

Invite Parent/Guardian ✕

You may invite an additional parent/guardian to also attend the video call.

Name *

Email *

Anyone with access to the email will be able to join the video call

I consent to sharing my name, student name, and list of appointments

Invite to all appointments for the following students:

Sophie Aaron
 Liz Aaron
 Chris Aaron

Please note that a maximum of **TWO** guests can use this link. Anyone else using it (including the parent that sent the invite, who should log in via their own confirmation email) will knock the guest out of appointments.

Here is an example of what the invite email looks like:

Video Call Invitation

Primary School Parents' Evening

You have been invited by Rachael Abbot to appointments which take place by video call.

Click the button below to join the video call on the day, or to test your camera/microphone at any time:

[Join Video Call](#)

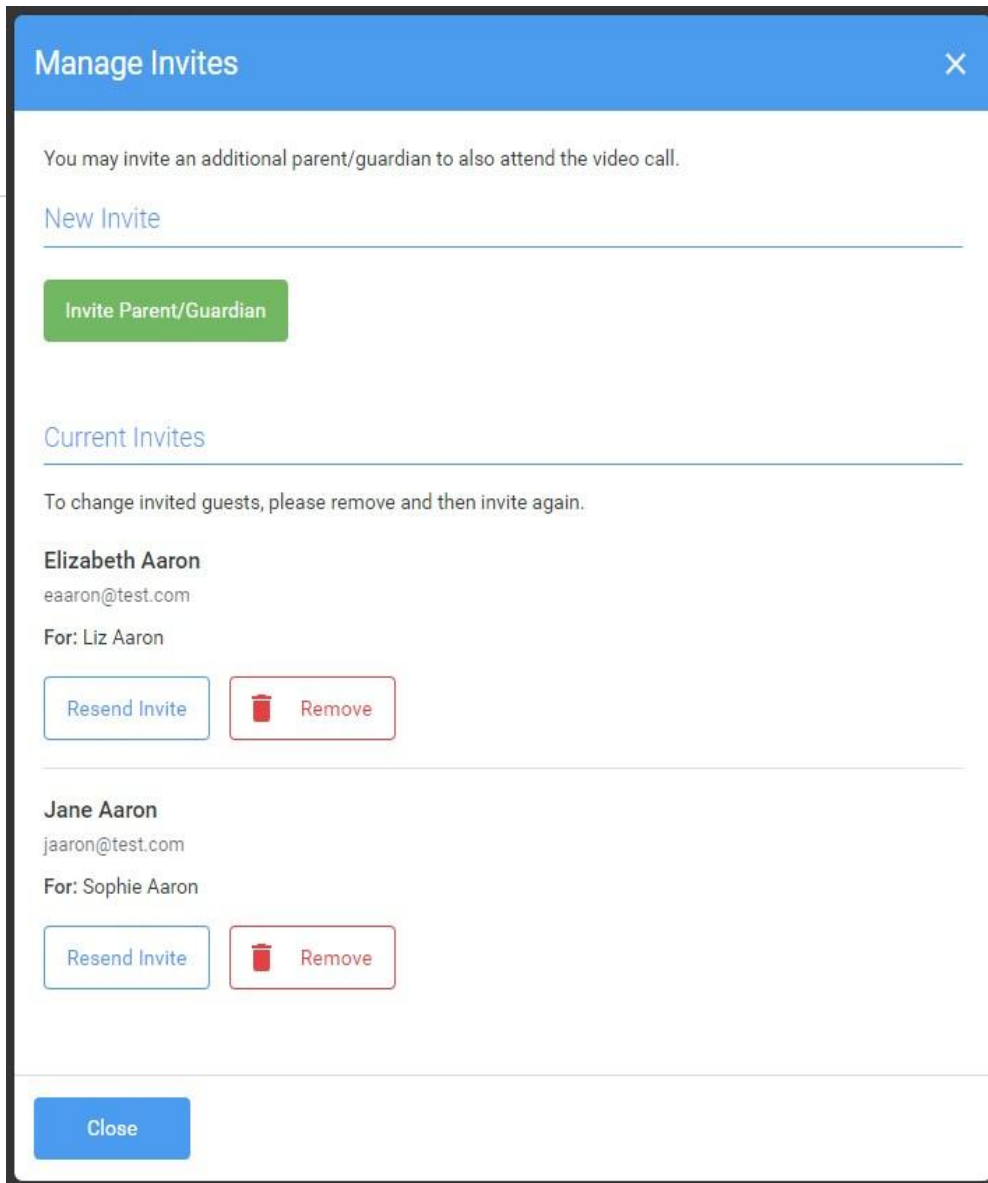
Or paste this link into your browser:

<https://greenabbey.schoolcloud.co.uk/guests/video/39372?guestToken=26fac3787e3d4a829e54045e4fc14e53>

The appointments are as follows:

Date	Time	Student	Teacher	Department
Monday, 21st December	16:10	Ben Abbot	Mr J Sinclair	English
Monday, 21st December	16:20	Andrew Abbot	Mr J Sinclair	English

- You will then see a *Manage invites* box that shows your sent invitation(s), allows you to add another invite **if you have any more available** (you can have **one** invite per student, if wished), and allows you to *Resend* invites or *Remove* them.



A call can have a maximum of **5 people** in it at any one time. A school can assign **3 teachers** to take joint appointments for a class, if they do this the parent can still invite their **1 guest**.

Please note that only 3 people can join a video call at the same time. For example, if 2 parents or student join the call using separate devices, no additional participants will be able to join.