

**Settling in Review for ALL Students will be held on  
Thursday 19<sup>th</sup> October 9am to 4pm**

How will appointments run? All appointments with subject teachers, progress tutors and inclusive learning (where applicable) will take place via Teams video calls, which will be arranged through your young person's Teams account (teacher/progress tutor will contact you at the time of your appointment(s)).

**PLEASE ENSURE THAT YOUR YOUNG PERSON IS LOGGED INTO TEAMS PRIOR TO THE START OF YOUR APPOINTMENT TIME.** To book your appointments with your young person's teachers, progress tutor and inclusive learning (where applicable), please click the link below and follow these simple instructions to book (please note that the booking system will not go live until **Wednesday 4<sup>th</sup> October at 10am**):

1. Click on Make a booking
2. Enter the event code – **k74ud** for this Settling in Review only
3. Enter the details that are requested – your name, your email address, young person's name, etc.
4. Choose the relevant teacher(s), progress tutor and inclusive learning (where applicable) for your young person
5. Choose times for your bookings based on those available within the system

When you click finish, your appointment timetable will be emailed to you automatically - check your junk mail folder if you do not receive your email immediately.

The booking system will close on the **18<sup>th</sup> October at 1.30pm**, so please ensure that all bookings are made before this time.

You can return to the link by clicking the button above at any time from the same computer to change your appointments until bookings close. You must use the same computer you made the original booking on, and use the same event code. **Remember to use the same computer, name and email address you used when you made your original booking.** If you do not have access to the internet, please contact [progressreview@stbrn.ac.uk](mailto:progressreview@stbrn.ac.uk) who will be happy to help you, should your young person not be able to make these appointments for you on your behalf.

Appointments are strictly a maximum of 7 minutes and spaces are limited. Should more time be required, then we can arrange this for you at another time. We appreciate your support in keeping to your booked appointment times.

Please see the following link for the privacy policy for the School Interview booking system <https://www.schoolinterviews.co.nz/privacy?z=bot>